

Oak Grove School District

JOB TITLE: LEAD GROUNDS WORKER

Range: 30

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Schedule, monitor and train assigned crews; review, and participate in the work of other grounds equipment operators & gardeners; assist in coordinating and planning unit operations; order materials and parts for irrigation, perform irrigation repairs and installations for irrigation lines; gardening and grounds keeping equipment; perform related duties as assigned. This single incumbent classification serves in a lead capacity in scheduling and reviewing the activities of crews assigned, such as, equipment operators & gardeners at assigned site(s) and district wide. Incumbents perform specialized duties in the operation and maintenance of gardening and grounds keeping equipment, including ordering materials and parts, and perform skilled grounds keeping, gardening work and equipment operations. Incumbents are required to keep abreast of new or changing landscaping and gardening techniques.

TYPICAL DUTIES

- Schedule and review the activities of equipment operators & gardeners at assigned site
- Performs light to heavy equipment operations, such as mowing and small excavations
- Assist Managers in coordinating and planning unit operations and labor scheduling
- Order materials and parts for gardening and grounds keeping equipment
- Install, maintain, and repair sprinkler systems, including repair of electric and hydraulic controllers and valves
- Plant, cultivate, fertilize, prune, shape, trim, water, and spray, trees, shrubs, hedges, and annual/perennial plants; cultivate soil, remove weeds, undergrowth and debris
- Cultivate, seed or sod, and fertilize, water, mow, and trim lawns
- Clean and maintain drainage areas; clean gutters and roofs
- Mix and apply herbicides and pesticides to grounds, fields, trees and garden areas for pest infestation and weed control
- Prepare work completion, hazard, incident or other reports as required
- Keep abreast of new or changing landscaping and gardening techniques
- Perform related duties and responsibilities as required

MINIMUM QUALIFICATIONS

Knowledge of: Use and care of grounds keeping and gardening tools and equipment; methods and materials used in planting, cultivating, and caring for lawns, trees, shrubs, hedges, and annual/perennial plants, including use of pesticides and herbicides; common plant diseases and pests, and methods and materials used in their control. Operate and

MINIMUM QUALIFICATIONS (cont'd)

maintain a variety of gardening and grounds keeping equipment, including hand and power mowers, hedgers, rototillers, sweepers, sprayers, chippers, and related equipment; sharpen mower blades, repair small motors, adjust mower and tractor attachments.

Ability to: Schedule and monitor activities of assigned staff; perform irrigation repairs and installations for irrigation lines; operate a variety of grounds keeping and gardening equipment; perform skilled grounds keeping and gardening work; understand and follow oral and written instructions; work effectively and safely around children; exercise good judgment in the performance of assigned duties; establish and maintain effective work relationships with those contacted in the performance of duties.

Licenses and Certificates:

Possession of a valid California Driver's License

Possession of a Qualified Applicator's Certificate issued by the State Department of Food and Agriculture to be completed within a one (1) year probationary period. Possess a Standard First Aid/CPR and Fork Lift Operator's Certificate be completed within a 90 day probationary period.

PHYSICAL DEMANDS:

Vision sufficient to read labels on chemicals; Hearing sufficient to hear normal conversation and to hear sounds from machines and equipment; speech sufficient to speak in an understandable voice; stamina sufficient to stand for long periods of times and walk extensively around the campus; mobility sufficient to stoop, bend, and crawl; manual dexterity sufficient to operate hand and power tools; prolonged standing for extended periods of time; walk long distances; lifting pushing, pulling; physical strength sufficient to lift and carry up to 50 lbs.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position

WORKING CONDITIONS:

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

ENVIRONMENT:

Outdoor work environment, subject to seasonal heat and cold or adverse weather conditions subject to noise from equipment operation, regular. Exposure to fumes, dust and odors, and driving a vehicle to conduct work.