

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	GROUNDS MAINTENANCE WORKER
Department:	Maintenance
Report To:	Maintenance Director

SUMMARY:

Performs a wide variety of skilled and semi-skilled grounds maintenance duties. Employees in this class function with a reasonable degree of independence. Direct supervision is provided only when new assignments are made.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Performs a wide variety of skilled and semi-skilled grounds maintenance duties.
- * Mows, trims, and waters a variety of lawns and fields.
- * Rakes leaves and clippings.
- * Fertilizes lawns as necessary, edges and aerates lawns, reseeds, damaged lawns.
- * Assists with large scale turf renovation projects.
- * Trims, prunes, and clips bushes, shrubs and trees.
- * Pulls weeds around trees, sprays for weeds as necessary.
- * Plants annuals and perennials, trees and shrubs within existing planting areas.
- * Prepares playing and athletic fields and tracks.
- * Lines fields for upcoming events, assists in setting up spectator seating.
- * Repairs and maintains sprinkler systems, assists in major system installations and repairs.
- * Sets clocks and timer for sprinkler systems.
- * Performs maintenance on grounds equipment and tools.
- * Maintains and empties outside trash receptacles, removes litter from grounds.
- * Performs minor repairs and maintenance of outside campus facilities.
- * Repairs fences, gates, and parking lots.
- * Operates tractors and other motorized grounds maintenance equipment and vehicles in performing duties.
- * Opens and closes building and facilities.
- * Assigns and reviews the work of students performing grounds duties.
- * Performs related custodial and maintenance duties as assigned.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to pass a written and physical test. Some training in building maintenance skills. Ability to establish and maintain working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently bends or twists at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreaser, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.