

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

GROUNDSKEEPER I/II

DEFINITION

Under supervision, to perform routine grounds and gardening work in maintaining lawns and landscaped areas around school buildings, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Groundskeeper I is the entry level class in the grounds maintenance series. Incumbents in this class work under close supervision and instruction to perform routine groundskeeping duties.

Groundskeeper II is the journey level classification in this series. As compared to Groundskeeper I, incumbents in this class are expected to work under general supervision on a wider variety of groundskeeping assignments.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general supervision from the Administrative Assistant for Facilities and Operations and exercise no supervision.

ESSENTIAL FUNCTIONS

Mows lawns and trims hedges.

Sweeps walks and picks up papers and other debris.

Plants, cultivates, waters, and sprays ornamental plants, shrubs, trees, hedges and flowers.

Fertilizes, waters, and cares for lawns and landscape areas (beds).

Operates small and medium-size trucks, power sprayers, edgers, loaders, aerator, power sweepers, lawn mowers, gang mowers, roto tillers, electric shears, and tractors.

Operates mid-size to heavy equipment, e.g. back hoe, trenchers, trucks.

Calibrates fertilizer and spraying rigs.

Prepares and treats soil for planting.

Spades and fertilizes flower beds and plants seeds.

ESSENTIAL FUNCTIONS (CONT.)

Aerates lawns.

Rakes leaves and hoes weeds.

Keeps assigned areas free from pests and plant diseases.

Drives gas/diesel powered equipment on and off school grounds, e.g. truck, tractor, mowers, in the performance of work.

Lubricates and services grounds equipment as needed.

OTHER DUTIES

Performs or assists with grounds maintenance duties including patching asphalt, pouring cement, laying sprinkler pipe, repairing sprinkler systems, fences, and playground equipment.

Performs associated mechanical repairs and keeps records.

Assists with welding and metal fabrication for equipment.

Assists with planning patterns for different colors and sizes of flowers and shrubs.

Performs other related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Routine landscaping and groundskeeping methods.

Operation and handling of medium and heavy tools, materials, and equipment used in groundskeeping work.

Pesticides and fertilizers relating to preventing, controlling, eradicating pests, weeds, and plant diseases.

Safe work practices.

NECESSARY EMPLOYMENT STANDARDS (CONT.)

Ability to:

Perform general landscaping and groundskeeping work.

Perform routine repair and servicing of medium to heavy equipment and tools.

Operate medium to heavy equipment such as: small tractor, diesel and gas powered equipment, trucks, mowers and gang mowers.

Perform manual labor requiring physical strength and stamina.

Understand and carry out oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience: Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Equivalent to graduation from high school.

Experience: Groundskeeper I: At least one year in operation and maintenance of medium to heavy equipment, with mechanical experience. One year of farming related experience fertilizing, seeding, spraying, pruning, irrigating and planting may be substituted for the above requirement.

Groundskeeper II: Three years of general landscaping, grounds maintenance, soil care, and operation, use and minor maintenance of medium to heavy equipment. May substitute one year of any combination of the above with no less than one (1) year minor mechanical repairs. Three years farming related experience fertilizing, seeding, spraying, pruning, irrigating and planting may be substituted for the above requirement.

License: Possession of a valid California Operator's License issued by the State Department of Motor Vehicles. Desirable: Qualified Applicator Certificate holder.

WORKING CONDITIONS

<u>Environment:</u>	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.
<u>Physical Abilities:</u>	Bending at the waist, climbing, lifting and carrying items weighing up to 75 pounds; dexterity of hands and fingers to operate grounds maintenance hand and power tools and equipment; kneeling or crouching; digging; and walking over rough or uneven surfaces.
<u>Hazards:</u>	Exhaust vapors from power equipment; chemical vapors; dust; pollen; working at heights; and working around and with machinery having moving parts.

Approved: 03/07/90
Revised: 05/01/96