

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Groundskeeper	Reports to:	Program Administrator/Supervisor
Job Category:	Maintenance/Operations/ Facilities/Transportation	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	20
Job Description Revised:	11/10/2022 Range Change	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, perform a variety of grounds maintenance and gardening duties to maintain attractive grounds areas and athletic fields; apply required pesticides; ensure the availability of required equipment; protect against erosion; maintain grounds for assemblies, recreational activities and athletic events; ensure assignments are completed in a safe, proper, and timely manner.

ESSENTIAL FUNCTIONS:

- Maintain landscaping and athletic fields areas; line and stripe athletic fields, mow and trim lawns, rake leaves, pick up trash and debris, prune, and trim trees and hedges; ensure grounds are maintained in a healthy, attractive, and safe condition.
- Plant various landscaping materials including lawns, shrubbery, flowers, ~~lawns~~, trees, and hedges to maintain attractive landscape areas and protect against erosion.
- Clean landscaped areas and related items including storm drains and walkways to prevent flooding and remove trash or hazards.
- Coordinate work with staff and site Administrators regarding the adjustment of irrigation schedules, spraying schedules, and field preparation.
- Apply pesticides and herbicides according to established procedures.
- Perform various grounds and athletic fields preparation duties including fertilizing soil, courtyards, and flower beds; provide adequate, attractive, and safe areas for assemblies, recreational activities, and athletic events.
- Operate and maintain grounds keeping and playground equipment such as mowers, hedgers, backhoes, tillers, vehicles, and small engine equipment according to safety standards.
- Repair and install irrigation systems including sprinklers, valves, wiring, clocks, pipes, and backflow preventers and ensure systems are maintained in proper working order.
- Transport various items as assigned such as sand, dirt, equipment, supplies, and fertilizer in order to provide materials at job site and between school sites as required to complete tasks.
- Drive a District vehicle to conduct work.
- Communicate and interact with site personnel to update them on status of grounds issues; confer with vendors as needed.
- Attend meetings and trainings related to job duties including the operation of tools, equipment and safety practices.
- Coordinate vector control with program administrator/supervisor.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Basic recordkeeping techniques.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Understand and follow oral and written instructions.
- Maintain routine records.
- Observe health and safety regulations.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities

Education: High school diploma or equivalent.

Experience: Job-related experience is required.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Outdoor work environment. Seasonal heat and cold or adverse weather conditions.
Driving a District vehicle to conduct work.

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.

- Significant lifting, carrying, pushing, and/or pulling moderately heavy objects.
- Frequent climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 10% sitting, 50% walking, and 40% standing.

Hazards:

- Exposure to fumes, dust, odors, oil/grease, gases.
- Working around and with machinery with moving parts.
- Exposure to chemicals and fumes.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.