

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Lead Grounds Maintenance Worker	Reports to:	Program Administrator/Supervisor
Job Category:	Maintenance/Operations/Facilities/Transportation	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	30
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, lead, organize and participate in a variety of general and skilled activities involved in the maintenance and repair of designated facilities, irrigation, grounds, and equipment; plan and organize work schedules for skilled and general groundskeeper workers; assist in the development and implementation of grounds maintenance and repair projects, oversee new construction projects; train and provide work direction and guidance to assigned personnel.

ESSENTIAL FUNCTIONS:

- Coordinate with administration and other personnel to complete projects and submit work orders efficiently.
- Lead, train and provide work direction to assigned grounds crews.
- Maintain landscaping and athletic fields areas; 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.
- Coordinate irrigation repairs at sites and for the mobile grounds crew at all other school sites and the district office.
- Oversee the distribution and tracking of weed abatement chemicals and fuel to all school sites
- Interact with subcontractors, as may be required, to ensure work is completed safely, accurately, and in a timely manner.
- Plant various landscaping materials, including shrubbery, flowers, trees, and hedges to maintain attractive landscape areas and protect against erosion.
- Transport, handle, and apply pesticides/herbicides in accordance with the regulations of the Integrated Pest Management program and other applicable laws and regulations.
- Design and perform advanced repairs, and install irrigation systems, including sprinklers, valves, wiring, clocks, leak detection, pipes, and backflow preventers, and ensure systems are maintained in proper working order. Procure all irrigations supplies to ensure availability for all site repairs.
- Inspect facilities, systems, and their components, such as irrigation systems, lawns, fields, and trees, to ensure safety, identify necessary repairs, and provide an ongoing program of preventive maintenance.
- Operate and maintain grounds keeping and playground equipment such as mowers, hedgers, backhoes, tillers, vehicles, and small engine equipment according to safety standards
- Maintain tools and equipment in clean and operating condition, including the sharpening and general maintenance of various tools.
- Prepare documentation related to assigned activities; research and submit orders for equipment and supplies to maintain inventory according to established procedure.

- 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 vehicle to conduct work
- Communicate with District personnel and outside agencies as needed to exchange information, coordinate activities, and resolve issues or concerns.
- Attend meetings and trainings related to job duties related to the operation of tools, equipment and safety practices.
- Respond to emergency situations to resolve immediate safety concerns.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.
- Oversee participants of the Alameda County Sheriff Work Alternative Program crew at various school sites during weekend shifts; monitor and track assigned participants work, attendance, absences and policy violations; ensure participants follow applicable laws, codes, standards and adhere to established safety regulations.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Principles and practices of training for grounds staff.
- Basic record keeping techniques.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Lead, train and provide work direction to assigned grounds crews.
- Plan and manage projects.
- Understand and follow oral and written instructions.
- Maintain routine records.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Safely operate and maintain a variety of job-related equipment, hand and power tools.

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 within specialized field is required.

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

- Valid driver's license.
- Valid Department of Pesticide Regulations Qualified Applicators Certificate.
- Valid City of Pleasanton Recycled Water Onsite Supervisor training certificate.

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District vehicle to conduct work. The job is performed under some temperature extremes and some hazardous conditions.

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:

- 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.
- TB Clearance.
- State Mandated Training

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.