



LOMPOC UNIFIED SCHOOL DISTRICT

Lead Grounds Maintenance Worker

JOB SUMMARY:

Under the direction of the Director of Maintenance and Operations, lead and provide grounds maintenance services at assigned sites; ensure attractive and safe grounds areas and athletic fields; perform a variety of special grounds maintenance operations; prepare and maintain athletic fields; provide training and oversight of assigned staff; maintain grounds for assemblies, events and recreational activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Mow lawns, fields and other grounds; apply fertilizers, pesticides and herbicides; promote healthy growth and controlling insects and weeds in accordance with established procedures.
- Prepare grounds and athletic fields including fertilize soil, protect against erosion, courtyards, flower beds, and paint stripping; provide adequate, attractive and safe areas for assemblies, recreational activities and athletic events.
- Maintain, operate and adjust irrigation controllers and sprinklers according to manufacturer's instructions; perform minor repairs and setting times; ensure systems are in proper working condition.
- Lead and train assigned staff; provide work direction and ensure tasks are completed in a safe and timely manner.
- Clean landscaped areas and related items such as raking leaves, removing trash and sweeping walkways; prevent flooding and remove hazards.
- Prunes trees, hedges and shrubs to ensure safe and attractive grounds.
- Inspect equipment for mechanical problems; ensure necessary repairs are made.
- Maintain job related grounds keeping equipment routine repairs and minor adjustments; ensure safe and proper operating conditions.
- Maintain playground equipment; ensure the availability of equipment in safe operating condition in compliance with established guidelines.
- Request materials, supplies, equipment, and support personnel; complete assignments in a timely manner.
- Respond to immediate safety and operational concerns including facility damage, vandalism and alarms; undertake appropriate action or notify appropriate personnel for resolution.
- Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, power pressure sprayers and other equipment used in grounds maintenance work; utilize standard gardening hand tools.
- Transport a variety of tools, equipment and supplies; ensure the availability of materials required at job site; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of general grounds keeping experience in gardening or maintenance.

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Licenses and other Requirements

- Valid California Class C driver's license.
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Knowledge of:

- Grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in gardening and grounds maintenance work.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Procedures, methods, materials and equipment utilized in the installation, repair and maintenance of irrigation systems.
- Operation of hand and power tools and equipment used in ground maintenance.
- Principles of training and providing work direction.
- Basic inventory methods and practices.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Methods and materials used in controlling weeds and other pests.
- Record-keeping and basic report preparation techniques.
- Basic arithmetic calculations.
- Health and safety regulations.

Ability to:

- Oversee and participate in grounds maintenance and gardening activities in the beautification of organization-wide grounds and landscaped areas.
- Lead, train and provide work direction and guidance to assigned personnel.
- Coordinate grounds maintenance activities to meet organization-wide needs.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Assure athletic fields and grounds areas are maintained in a clean, orderly and safe condition.
- Operate and maintain hand and power tools and other equipment used in grounds maintenance.
- Apply specialized chemicals to control and eradicate weeds, gophers and other pests.
- Work independently with little direction.
- Maintain records and prepare reports.
- Observe health and safety regulations.
- Meet schedules and timelines.
- Assign employee duties and inspect completed work for accuracy.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.
- Driving a vehicle to conduct work.

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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.

- Dexterity of hands and fingers to operate grounds maintenance equipment.
- Walking or standing for extended periods of time.
- Seeing to perform gardening and grounds work.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Sitting for extended periods of time to operate mowers and other machines.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Generally, the job requires 10% sitting, 50% walking and 40% standing.

Hazards:

- Exposure to chemicals used in pest control and weed abatement.
- Working around and with machinery having moving parts.
- Working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

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Salary Range: 39