



LOMPOC UNIFIED SCHOOL DISTRICT

SENIOR LEAD GROUNDS MAINTENANCE WORKER

JOB SUMMARY:

Under the direction of the Director of Maintenance and Operations, oversee and direct the work of grounds maintenance staff; direct special projects, irrigation and gardening crew to accomplish skilled grounds-keeping work; perform other work as required to include preparation and application of herbicides and insecticides; oversee the renovation of fields and landscape projects; train, direct and coordinate the work of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, oversee and participate in grounds maintenance and gardening activities in the beautification of organization-wide grounds and landscaped areas; establish grounds maintenance timelines and priorities; ensure related activities comply with established standards, policies and procedure and department functions in a safe and efficient manner.
- Perform all aspects of grounds maintenance work; oversee, inspect and participate in maintaining the grounds in a clean and orderly condition including mowing, edging, watering, trimming and fertilizing all grass areas.
- Evaluate landscaped areas, equipment, sprinkler systems and grounds; identify repairs and replacement needs; maintain schedules; prevent erosion.
- Coordinate a variety of items including work schedules, training and site inspections; evaluate and ensure work is performed properly and as assigned to meet district requirements.
- Estimate materials and labor; provide information required for decision making; respond to work orders and delegate work orders to assigned staff.
- Inspect district playground and grounds including gardening, landscaping, repair and installation of sprinkler systems, repair and installation of playground and athletic equipment, care and preparation of athletic fields; ensure staff performance in meeting established standards for proper maintenance and care.
- Inspect tools and equipment; ensure tools and equipment are maintained in proper working condition; order equipment, supplies and materials; maintain availability of required items and completing jobs efficiently.
- Prepare written materials such as reports, memos, evaluations, letters, procedures, manuals; document activities; provide written reference, and conveying information.
- Present safety training to employees on aspects associated with grounds maintenance; ensure proper safety and health regulations and practices are followed.
- Request materials, supplies, equipment, and support personnel; complete assignments in a timely manner.
- 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.
- Respond to emergencies; determine and implement appropriate actions required to resolve situation; drive a vehicle to conduct work.
- Lead, train and oversee assigned staff; provide work direction and ensure tasks are completed in a safe and timely manner.

OTHER DUTIES:

- Perform related duties as assigned.

Senior Lead Grounds Maintenance Worker

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and four years of responsible experience in grounds maintenance and irrigation work. Prior job-related experience in grounds and turf maintenance with increasing levels of supervisory responsibilities is desirable - preferably in a school and an institutional setting.

Licenses and other Requirements

- Valid California Class C Driver's License.
- Licensing/Certification from the Department of Pesticide regulation- must obtain this licensing/certification certificate within twelve months following employment.
- 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.
- 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.
- 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.
- Facilitate meetings and manage projects.
- 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.

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 20% sitting, 50% walking and 30% 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

Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: 43