

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: GROUNDS MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Supervisor of Maintenance and Grounds, performs general and varied grounds maintenance, gardening and construction work at school sites and other district facilities. Operates both light and heavy equipment such as tractors, mowers, trucks, skip-loaders, backhoes, and other equipment; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The Grounds Maintenance Worker performs the more routine gardening and grounds maintenance work. The Lead Grounds Maintenance Worker, in addition to performing gardening and grounds maintenance duties, is assigned lead duties and responsibilities, including training and providing work direction to others; scheduling and assigning work and maintaining various records.

ESSENTIAL DUTIES:

Performs a variety of gardening and grounds-keeping duties in the planting, cultivation, and maintenance of school grounds and other district properties, including but not limited to fields, lawns, and landscaped areas.

Mows, trims, and edges lawns and borders; prunes and trims trees, hedges, and shrubs; weeds and rakes grounds; sweeps sidewalks, walkways, and related areas; and removes debris.

Prepares soil for planting; plants, fertilizes, and cultivates trees, grass, flowers, shrubs, and other plants; seeds new lawns.

Performs both heavy and semi-skilled grounds maintenance functions.

Fills, levels, smooths, and prepares areas for sidewalks, approaches, slabs and landscaped areas for the planting of lawns and a variety of plants, shrubs, and trees; digs and back fills trenches as needed.

Operates a variety of gardening and grounds-keeping equipment and machines, as well as other hand and power tools.

Occasionally operates fork lifts, skip loaders, backhoes, aerial lifts or cherry-pickers, jackhammer, and tractors and other related equipment, as necessary or required.

Maintains routine records, such as daily work log and work assignment reports; as well as equipment and vehicle maintenance records.

Drives a service vehicle to and from work sites.

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OTHER REPRESENTATIVE DUTIES:

Prepares field areas for athletic activities; excavates and moves earth; cuts and finishes grades; forms ditches and backfills; shoot grades with transit, and blades fields for landscaping installation.

Cleans and maintains assigned equipment in proper working condition.

May identify pests or weeds to be eradicated; mixes and sprays herbicides, pesticides and insecticides.

Assists in landscaping and grounds beautification projects.

Installs and repairs playground equipment, fences, gates, walls, and walks.

Assists in the installation and repair of sprinkler systems; replaces or repairs faulty drains, cracked sidewalks, and blacktop, as required.

May drive a truck with a trailer attachment in transporting heavy duty grounds maintenance equipment from work site to work site.

May assist in moving and arranging furniture and equipment for special events.

Cleans out drainage ditches and culverts.

Sharpens tools, such as weed cutters, edging tools and shears.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and receives direction from the Supervisor of Maintenance and Grounds.
(2) May provide direction and work guidance to volunteers and student helpers.

Internal Contacts: Continuing contact with the Supervisor of Maintenance and Grounds, school principals and other administrative personnel, school office staff, other grounds maintenance workers, maintenance and custodial personnel, as well as warehouse and some clerical personnel.

External Contacts: Occasional contact with vendors regarding ordering supplies such as, hardware, gravel, cement; as well as tool rental, nurseries and vehicle vendors.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment, and materials used in planting, cultivating, pruning, and maintaining plants, shrubs, trees, and lawns.

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Lawn planting and cutting procedures.

Health and safety regulations, and appropriate safety precautions and procedures.

Requirements for maintaining school grounds in a safe, clean, and orderly condition.

Proper methods for storing equipment, materials, and supplies.

Routine cleaning, maintenance and care of gardening/grounds-keeping equipment.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform heavy manual work functions pertaining to grounds maintenance, equipment operation, and gardening work.

Operate and appropriately maintain gardening/grounds-keeping tools and equipment, including power equipment.

Observe and report security or safety problems and any maintenance or repair needs.

Make minor adjustments and repairs on the equipment.

Work independently without immediate supervision in the field.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

Prioritize and identify needs and solve problems independently as appropriate.

Operate commercial and other vehicles, as well as heavy grounds equipment.

Be properly fitted with a respirator and/or other related safety gear.

Understand and follow both oral and written directions.

Read blueprints and landscape design plans.

Observe safe, legal and defensive driving practices.

Read, interpret and follow rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Work courteously and tactfully with co-workers and public.

Maintain routine records and logs.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects weighing up to 100 pounds, and occasionally lift and/or move objects weighing more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals; as well as vibration. The noise level in the work environment is usually moderate but can be occasionally loud.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be: Any combination equivalent to: (1) completion of high school, (2) one year of full-time experience in gardening, landscaping or grounds maintenance, including related equipment and (3) a good work history which indicates an ability to be at work regularly, on time and to perform effectively.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Commercial Driver's License (Class A), or the ability to secure such license within four (4) months of employment in this classification.

Training in First-aid procedures and CPR.

Insurability by the District's insurance carrier.

Participation in the District random drug testing program.

Annual respirator training

PREPARED BY: Classified Personnel Department DATE: 1/16/97

APPROVED BY: Board of Trustees DATE: 5/11/89

APPROVED BY: Personnel Commission DATE: 5/89

REVISED BY: Personnel Commission DATE: 4/24/06