



Job Description

POSITION CODE: 661
Classified Group: CSEA
Salary Range: 37
Work Days: 261
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POSITION TITLE: Lead Grounds Maintenance Technician

DEFINITION: Under general supervision, performs skilled and semi-skilled work in the maintenance of gardens and grounds; operates heavy motorized grounds maintenance and construction equipment. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Grounds Operation and Maintenance

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Attends pre- and post-construction walkthroughs at sites for conformity with codes and regulations.
2. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of Heavy Equipment Operators, Grounds Equipment Operators and Grounds Maintenance Workers employees.
3. Conducts on-site surveys of work to be performed.
4. Computes time and material costs by estimating labor hours and ordering supplies by telephone, fax, or online.
5. Coordinates with other shops and departments to complete work orders.
6. Ensures safety precautions are observed.
7. Operates various types of heavy motorized equipment such as trucks, loaders, tractors, rollers, graders, bulldozers, backhoes, and related equipment.
8. Cuts and finishes grades.
9. Excavates and moves earth.
10. Cuts drain ditches and back-fills.
11. Digs trenches for sprinkler systems.
12. Moves supplies and equipment.
13. Performs basic servicing and lubricating; makes adjustments to equipment.
14. Assists other shops in general ground maintenance work.
15. Assists with weed prevention and fire guard maintenance.
16. Initiates, modifies, and closes work orders in automated system.
17. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination Two years of experience in grounds maintenance work involving the use of light construction equipment.

Licenses and Certificates:

- Valid California Class A Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, materials, tools, equipment, hazards, and safety precautions used in grounds maintenance and general repair work
- Knowledge of the operation of a variety of motorized construction equipment
- Knowledge and skill in use of computers and assorted software programs
- Ability to use power and hand tools related to grounds maintenance work
- Ability to supervise, direct, and coordinate the work of other employees.
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment
- Seasonal hot/cold weather
- Loud noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect documents and other written materials with fine print
- Move about schools and facilities to conduct work, including climbing, crawling, bending, stooping, working on knees, and remaining in a stationary position for extended periods of time
- Communicate to exchange information in person, with small groups, and/or on the telephone
- Operate tools and equipment requiring repetitive hand movement and fine coordination

Hazards:

- Work near moving mechanical parts
- May work in precarious places
- Exposure to fumes and airborne particles
- Exposure to vibration

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/9/2017
Adopted: 6/11/1974
Revised: 3/7/1995
Revised: 1/4/2017