



JOB DESCRIPTION

POSITION CODE: 669
Classified Group: CSEA
Salary Range: 23
Work Days: 261
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POSITION TITLE: Groundskeeper/Gardener

DEFINITION: Under general supervision, plants, cultivates, and maintains athletic fields, lawns, shrubs, trees, and flowers; performs general maintenance and repairs to irrigation systems; may assist Irrigation Technicians as assigned.

DIRECTLY RESPONSIBLE TO: Supervisor, Grounds Operation and Maintenance

SUPERVISION OVER: N/A

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

1. Maintains landscaped areas and athletic fields and associated equipment, as assigned.
2. Rakes leaves and maintains grass areas and plants beds.
3. Prepares and cultivates soils to allow for proper drainage and to support grasses and other plantings.
4. Mows and edges lawn and border areas.
5. Blows or sweeps sidewalks.
6. May water lawns and planted areas, may prepare athletic fields for upcoming seasons, may plan and assist in coordinating work of a weekend work crew, and perform assigned custodial duties.
7. Operates grounds maintenance equipment such as lawn mower, edger, sweeper, blower, string trimmer, rototiller, chain saw, power hedge trimmer, sprayers, and basic gardening hand tools.
8. Loads, unloads, and drives trucks and trailers.
9. Performs general repair/maintenance to irrigation systems as assigned, such as repair/maintenance of broken lines, valves, and sprinkler heads.
10. Routinely inspects, services, adjusts, and makes minor repairs to assigned equipment.
11. Uses power or hand saws, power or pole pruners, and similar tools, to trim and remove dead, diseased, damaged, or excess limbs and branches on trees.
12. Initiates, modifies, and closes work orders in automated system.
13. Mixes and applies chemicals (i.e. herbicides, insecticides, etc.) per label instructions and adheres to district integrated pest management practices in accordance with applicable state laws, regulations, and codes.
14. Removes debris from storm drains.
15. Checks condition and makes minor repairs to sprinkler systems; notifies Irrigation Technicians for major repairs.
16. Mixes and applies fertilizers.
17. Picks up paper and debris on grounds.
18. Prunes shrubs and trees, working up to a maximum height of 15 feet, and hauls cuttings.
19. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

One year of paid gardening experience; formal training in gardening, landscaping, or horticulture may be substituted for up to six months of experience.

Licenses and Certifications:

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

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, materials, tools, gas-powered equipment, hazards, and safety precautions used in maintaining landscaped areas
- Knowledge of standard practices used in pruning and caring for plants, flowers, shrubs, trees, and lawns
- Knowledge of sports programs and maintenance of athletic fields for schools
- Knowledge of fertilizer and herbicide use and application techniques
- Knowledge of common plants used in school areas
- Knowledge of basic concepts of plant health
- Knowledge and skill in use of computers and assorted software programs
- Ability to operate hand and power tools and other equipment associated with gardening
- Ability to read and understand labels, work orders, and similar items
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to understand and follow verbal and written instructions
- 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 use of aids; consideration will be given to reasonable accommodation).

- Move about schools and facilities to conduct work, including driving trucks, climbing a ladder, crawling, bending, stooping, working on knees, and remaining in a stationary position for long periods of time
- Transport and lift objects weighing up to 50 pounds and over 50 pounds with assistance
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Ascend/descend trees and work at heights
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work near moving mechanical parts
- Work in high or precarious places
- Exposure to fumes, airborne particles, and toxic or caustic chemicals including fertilizers, herbicides, fungicides, and pesticides
- Exposure to vibration

Other Characteristics:

- Ability to respond to emergency calls at night or on weekends

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:	10/8/1985
Revised:	8/7/1992
Revised:	9/8/1992
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