



Job Description

POSITION CODE: 665
Classified Group: CSEA
Salary Range: 28
Work Days: 261
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POSITION TITLE: Lead Groundskeeper/Gardener

DEFINITION: Under general supervision, plants, cultivates, and maintains lawns, shrubs, trees, and flowers; performs general maintenance and repairs to irrigation systems; may assist Irrigation Technicians as assigned. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Grounds Operation and Maintenance

SUPERIVSION 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. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of Groundskeeper/Gardener and Tree Trimmer employees.
2. Conducts on-site surveys of work to be performed.
3. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
4. Coordinates with other shops and departments to complete work orders.
5. Ensures safety precautions are observed.
6. Mows and edges lawn and border areas.
7. Rakes leaves and maintains grass areas and plants beds.
8. Prepares soil for plantings.
9. Blows or sweeps sidewalks.
10. 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.
11. 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.
12. Loads, unloads, and drives trucks and trailers.
13. Performs general repair/maintenance to irrigation systems as assigned, such as repair/maintenance of broken lines, valves, and sprinkler heads.
14. Routinely inspects, services, adjusts, and makes minor repairs to assigned equipment.
15. 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.
16. Initiates, modifies, and closes work orders in automated system.
17. Mixes and applies herbicides (powder and liquid) for weed prevention and/or plant disease control.
18. Removes debris from storm drains.
19. Checks condition and makes minor repairs to sprinkler systems; notifies Irrigation Technicians for major repairs.
20. Mixes and applies fertilizers.
21. Picks up paper and debris on grounds.
22. Prunes shrubs and trees, working up to a maximum height of 15 feet, and hauls cuttings.
23. 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 Certificates:

- 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 the 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 fertilizer and herbicide use and application techniques
- Knowledge of common plants used in school areas
- Knowledge of basic concepts of plant health
- Knowledge of the Healthy Schools Act
- 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 the 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, move, and lift objects weighing over 50 pounds
- 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:

- Willingness 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:	8/9/2017
Adopted:	10/8/1985
Revised:	8/7/1992
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