



## Job Description

**POSITION CODE:** 693  
**Classified Group:** CSEA  
**Salary Range:** 29  
**Work Days:** 261  
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**POSITION TITLE:** Grounds Maintenance Technician

**DEFINITION:** Under general supervision, performs skilled and semi-skilled work in the maintenance of gardens and grounds.

**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. Performs necessary skilled or semi-skilled grounds maintenance work using applicable power tools and equipment in a variety of duties such as the new installation or repairing of concrete or asphalt paving.
2. Mixes, pours forms, and finishes concrete.
3. Installs and repairs fences, gates, retaining walls, play boxes, and sandboxes.
4. May repair leaks and assists in the installation of sprinkler lines.
5. Hauls soil, sand, cement mix, road rock, and other materials for grounds maintenance work.
6. Drives trucks, tractors, and other automotive maintenance equipment.
7. Maintains, repairs, and replaces all storm drains in the district.
8. Maintains decomposed granite athletic tracks at school sites and on district property.
9. Initiates, modifies, and closes work orders in automated system.
10. Assists other shops with excavating, removing debris, and other duties as needed.
11. May prepare soil for planting.
12. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Any combination of training, education, and experience which demonstrates ability to perform the duties of the position, including one year of paid experience in grounds maintenance and general repair work.

#### 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 and skill in use of computers and assorted software programs
- Ability to use power and hand tools related to grounds maintenance work
- 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: 4/11/1988  
Revised: 3/7/1995  
Revised: 1/4/2017