

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: GROUNDSKEEPER - LEAD

BASIC FUNCTION:

Under the direction of the Director-Facilities, lead and participate in a variety of grounds maintenance duties in the beautification of assigned grounds and landscaped areas at various District sites; design, install and repair irrigation systems and components; train and provide work direction and guidance to assigned personnel; perform duties involved in the cleaning, maintenance and repair of swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; assist in establishing grounds maintenance time lines and priorities; assure related activities comply with established standards, policies and procedures.

Perform a variety of activities involved in the cleaning, maintenance and repair of swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions.

Train and provide work direction and guidance to assigned personnel; arrange employee schedules and assign daily duties to grounds and pool maintenance personnel; provide input concerning applicant interviews and employee evaluations.

Mow, edge, trim, aerate and water lawns, fields and other turf grounds; prepare and fertilize soil; plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; pull weeds and rake leaves edge walkways; apply herbicides and pesticides according to established procedures; sweep litter from walks and driveways; sweep and maintain athletic fields as assigned.

Design, install and repair irrigation systems and components; test and check sprinklers, drip lines and timers as assigned; dig trenches and ditches as assigned; perform maintenance on sprinklers, valves and related components as needed.

Participate in the set up duties for special events and athletics; move and arrange furniture and equipment; mow, edge and paint athletic fields as assigned.

Maintain grounds and swimming pool maintenance equipment in safe operating condition; perform minor maintenance on equipment as assigned; repair and install playground equipment and fencing as assigned.

Operate a variety of power-driven equipment such as tractors, mowers, edgers, forklifts, blowers and other equipment used in grounds maintenance work; operate a variety of power-driven equipment, testers, gauges and small hand and power tools used in pool maintenance work; utilize standard gardening hand tools; operate a computer and assigned software; drive a vehicle to conduct work.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; check emails regularly; visit assigned District sites as assigned.

Prepare and maintain a variety of records and reports related to work orders, grounds equipment, water schedules, purchase orders and assigned duties.

Estimate labor, material and equipment needed for grounds maintenance projects; monitor inventory levels of grounds maintenance materials and equipment as assigned; order, receive and maintain inventory of materials and equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and grounds maintenance work.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Procedures, methods, materials and equipment utilized in the installation, repair and maintenance of irrigation systems.

Operation of hand and power tools and equipment used in ground maintenance.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Methods and materials used in controlling weeds and other pests.

Record-keeping and basic report preparation techniques.

Health and safety regulations.

ABILITY TO:

Oversee and participate in grounds maintenance and gardening activities in the beautification of organization-wide grounds and landscaped areas.

Train and provide work direction and guidance to assigned personnel.

Coordinate grounds maintenance activities to meet organization-wide needs.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Assure athletic fields and grounds areas are maintained in a clean, orderly and safe condition.

Operate and maintain hand and power tools and other equipment used in grounds maintenance.

Apply specialized chemicals to control and eradicate weeds, gophers and other pests.

Work independently with little direction.

Maintain records and prepare reports.

Observe health and safety regulations.

Meet schedules and time lines.

Assign employee duties and inspect completed work for accuracy.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible grounds maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.

Valid Forklift Certification.

Valid Certified Pool Operator Certification.

Valid Pesticide Applicator License within a designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil/grease, gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment.

Walking or standing for extended periods of time.

Seeing to perform gardening and grounds work.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Sitting to operate tractors, mowers and other machines.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Heavy physical labor.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Hazardous chemicals and fumes.

Working on ladders.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017