2/25/2020
September 2016
FLSA: Non-Exempt
Range: 11

GROUNDSKEEPER

DEFINITION
Under general supervision, maintains and repairs District grounds, including landscapes, athletic fields, parking lots, playgrounds and equipment, and weed abatement; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Director of Maintenance and Operations. Exercises no supervision of staff.

CLASS CHARACTERISTICS
This is the journey-level classification in the grounds maintenance class series responsible for performing the full range of maintenance and repair activities to ensure that District grounds are maintained in a safe and effective working condition and provide the highest level of safety for student use. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Irrigation Worker in that the latter is responsible for the maintenance and repair of irrigation systems and controllers. This class is further distinguished from the Lead Groundskeeper in that the latter is responsible for technical and functional supervision of assigned grounds maintenance staff and is capable of performing the more complex duties assigned to the division.

ESSENTIAL JOB FUNCTIONS
Performs maintenance and repair activities of District grounds, equipment, and related facilities to ensure safe and efficient access for students and staff.

- Performs lawn and turf maintenance duties, including watering, mowing, weeding, trimming, aerating, renovating, filling holes, and fertilizing lawn and turf areas.
- Performs shrub, flower bed, and tree maintenance, including planting, watering, fertilizing, trimming, pruning, and maintaining landscaped areas; performs weed abatement using a chemical sprayer.
- Maintains and repairs paved surfaces.
- Paints markings and lines in parking lots; cleans and maintains parking lots as needed.
- Maintains playground equipment, athletics fields, and surrounding areas; assists with installing, maintaining, and removing playground equipment; inspects grounds for hazardous objects and removes objects to ensure the safety of students and staff.
- Assists in the maintenance of irrigation systems.
- Rakes leaves and clears debris from walkways, fields, and other facilities.
- Clears storm drainage systems on District property.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment and hand and power tools related to the maintenance and repair of District grounds and related facilities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains accurate manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in grounds maintenance work.
- Operation, use, and minor maintenance of light and heavy duty equipment in grounds maintenance work.
- Proper use and methods in the application of chemicals for weed control.
- Applicable federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned area of responsibility.
- Safe work methods and safety practices pertaining to the work.
- Principles of record keeping principles and procedures.
- Basic computer applications related to the work.
- Techniques for providing a high level of service by effectively dealing with District staff.

Ability to:

- Perform maintenance and repair work on grounds, landscape, athletic fields, parking lots, playgrounds and equipment, and weed abatement.
- Safely and effectively operate specialized grounds maintenance and repair equipment.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Maintain accurate logs, reports, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Follow District and department policies and procedures related to assigned duties.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Pass strength and agility testing prior to employment.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12^{th}) grade and two (2) years of general landscape, grounds, or related maintenance and repair experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to climb and descend ladders, to operate varied hand and power tools and grounds maintenance equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.