



GROUNDS LEADPERSON

JOB SUMMARY:

Under the direction of the Director of Facilities and Safety, supervise the day-to-day operations of the Grounds department; perform grounds maintenance work; provide support with improvements and new construction projects related to school grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates monthly school site and department work calendars.
- Responsible for the day-to-day operations of the Grounds department.
- Generates and reviews daily tasks with the Ground's maintenance staff.
- Performs monthly and bi-annual site landscape related inspections.
- Maintains inventory control system of grounds supplies and equipment, and purchases and re-stocks items as needed.
- Performs annual recycled water inspections with city and county personnel.
- Assists with scheduling grounds related equipment safety training events.
- Coordinates and schedules: annual backflow testing services, equipment rentals, maintenance and service of District's grounds, and custodian related equipment.
- Assists in training new Grounds maintenance staff members.
- Coordinates emergency, routine, and periodic grounds maintenance tasks.
- Is responsible for operating, scheduling, and maintaining the district's irrigation control systems.
- Responds to emergency situations as requested.
- Assist Grounds maintenance team with all related tasks.
- Assists with preparing cost, time, and labor estimates for department services and equipment.
- Conducts product and material research and provides recommendations.
- Accompanies and provides input to the Director of Facilities and Safety for grounds related job walks.
- Perform other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- District operations, policies, rules, and regulations
- Methods, techniques, materials, and tools used in grounds/maintenance work
- Requirements for maintaining safe working methods, procedures, and practices
- Principles of supervision and training of Grounds maintenance personnel
- Rules and regulations of pesticide use
- Elaborate irrigation system functions and management
- Principles of organization and management
- Computer applications, i.e., MS Office Suite, work order system

Ability to:

- Train, direct, and lead while working with Grounds maintenance personnel
- Use time and materials in an effective manner
- Develop and enforce safe work standards and high-quality levels of service
- Evaluate new products and recommend usage
- Operate a computer for various related purposes
- Create and work from landscape drawings and sketches
- Makes accurate mathematical calculations
- Estimates time and materials in connection with grounds maintenance work
- Safely uses heavy equipment and hand and power tools used in grounds work
- Perform routine and minor repairs or maintenance to vehicles, tools and equipment
- Repair and maintain irrigation systems
- Maintain a good driving record and qualify for District vehicle insurance
- Ability to mix and apply pesticides, herbicides, fertilizers, and other pest controls in accordance with state regulations
- Ability to lift and carry loads up to 100 lbs.
- Communicate clearly and concisely, both orally and in writing
- Make sound decisions and demonstrate intellectual capabilities
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Maintain regular and consistent attendance

Education, Licenses, and other Requirements:

- Equivalent of the twelfth grade, course work in related fields desired
- Qualified Applicator Certificate issued by the State of California Department of Food and Agriculture preferred

Experience:

- Two years grounds work

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- Near moving mechanical parts
- Outside weather conditions
- Regularly exposed to risk of electrical shock
- Frequently in high, precarious places
- Frequently exposed to toxic or caustic chemicals
- Occasionally exposed to wet and/or humid conditions and vibration

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling, or crouching

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

OTHER

- Possession of a valid California's driver's license and employee provided transportation required.

CLEARANCES

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current negative tuberculosis (TB) clearance

Range: 15

Board Approved: June 18, 2024