

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: GROUNDS LEADPERSON

BASIC FUNCTION:

Under the direction of an assigned supervisor, schedule, coordinate, and perform grounds and field work in the maintenance, alteration, repair, and construction of District grounds and various athletic fields; perform application and handling of pesticides; conduct District-wide pesticide spraying program; provide work direction to a staff of grounds personnel as assigned.

REPRESENTATIVE DUTIES:

Schedule, assign, and participate in grounds and field maintenance and construction activities performed by assigned personnel at District sites.

Confer with an assigned supervisor regarding maintenance problems, projects, and activities.

Operate a variety of power-driven equipment such as but not limited to tractors, trucks with trailers, large power mowers, synthetic turf sweepers and groomers, weed eaters, trencher, edger, blowers, power pressure sprayers, and other equipment used in grounds maintenance work; operate aerial lift and/or forklift as required; move grounds maintenance equipment as needed; utilize standard gardening hand tools.

Provide work direction to assigned grounds personnel; assist in the selection, testing and interviewing of grounds candidates; provide initial and ongoing training of employees.

Coordinate the activities of assigned grounds personnel; coordinate activities with other Facilities Services employees.

Assist with the scheduling and coordinating of labor and materials required for specific work orders; monitor progress of work performed.

May provide input regarding employee performance.

Perform grounds and field work as needed to prepare and maintain District grounds and various athletic fields in a clean and safe condition.

Maintain routine records and reports related to assigned activities.

Order materials and supplies for assigned projects.

Attend job related meetings and training sessions as assigned.

Perform application and handling of pesticides and conduct District-wide pesticide spraying program as needed.

Control and oversee Integrated Pest Management (IPM) program throughout the District; maintain related IPM records; prepare mandated reports related to chemicals applied at District sites.

Assist Senior Grounds Technician and Irrigation staff in performing grounds, irrigation and field maintenance as needed.

Manage the District's fire extinguisher program.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITY

KNOWLEDGE OF:

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

Proper irrigation techniques.

Proper application of herbicides, pesticides, and other chemicals used in grounds maintenance.

Record keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Basic principles of providing work direction to others.

Safety practices and work methods.

Communicate effectively both orally and in writing.

District organization, operations, policies and procedures, and objectives pertaining to position.

Health and safety regulations pertaining to position.

Federal, State, and local laws, codes, and regulations governing herbicides and pesticides and fire extinguisher maintenance.

Irrigation plans and layouts.

Cleaning and maintenance of artificial fields, playgrounds and tracks.

Minor power equipment maintenance and repair.

ABILITY TO:

Work independently with little direction.
Perform a variety of grounds keeping duties.

Properly apply herbicides, pesticide, fertilizer and other chemicals used in grounds maintenance.

Plan and coordinate the work of assigned skilled and semi-skilled personnel.

Prioritize, schedule, assign and review work.

Coordinate activities with other Facilities Services employees.

Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.

Move objects weighing over 50 pounds using safe and proper methods and/or equipment.

Meet schedules and timelines.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Read, apply and explain rules, regulations, policies and procedures pertaining to positions.

Interpret blueprints, specifications, and work orders.

Work cooperatively and effectively with others.

Plan and organize work.

Provide work direction to others.

Maintain records and prepare reports.

Order and maintain supplies and materials.

Perform manual labor.

Adjust work schedules to meet unusual conditions.

Perform basic math and measurements.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency including or supplemented by course work or training in a related field and three years increasingly responsible experience in grounds maintenance and tree trimming.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid driver license required. Must obtain Qualified Applicator Certificate (QAC) categories A and B; must obtain First Aid and CPR certification within six months of employment and keep certification up-to-date. Valid aerial lift certification obtained within one year from date of hire.

WORKING CONDITIONS:

Outdoor environment where children may be present; subject to adverse weather conditions; climbing tall trees, lifting, bending, pushing, pulling, noise, dust, fumes and chemicals. Driving from site to site.
Subject to exposure to communicable diseases.

Job Study-1/2020