



**JOB DESCRIPTION**  
**Groundskeeper II**



<b>Reports to:</b>	Custodial & Grounds Manager	<b>Employment Group / Salary Range:</b>	Classified
<b>Dept:</b>	Custodial & Grounds	<b>FLSA:</b>	Non-exempt
<b>Annual Workdays:</b>	261	<b>Formal Review Date:</b> <b>Board Approval Date:</b>	5/17/2023 6/05/2023

**PRIMARY FUNCTIONS**

Under general supervision, individually or as a crew member, performs skilled gardening, landscaping and grounds maintenance duties in a designated District service area or areas as assigned; maintains irrigation systems; operates a wide variety of power equipment and machinery; assists with general campus landscaping and event preparation; performs all duties of Groundskeeper I; and performs related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Mows, trims, edges, fertilizes, seeds, aerates and waters lawns and other landscaped areas; trims and prunes trees, shrubs and hedges; clears weeds and brush; maintains grounds in assigned areas in a clean, safe and orderly condition.
- Plants new lawns, trees, shrubs, hedges and flowers; plants and maintains planter boxes and specialty areas; renovates landscaped areas to more environmentally sustainable, natural habitats.
- Installs, maintains and repairs of manual, semi-automatic and automatic irrigation systems, including drip lines, pipes, valves, automatic control devices and sprinkler heads; sets and adjusts sprinkler controls for correct time and duration of operation; maintains and repairs of backflows.
- Sprays landscaped areas with herbicides, pesticides, fungicides and rodenticides; prepares chemical mixtures in proper proportions; maintains accurate pesticide-use records according to federal, state and county regulations.
- Safely operates and maintains a variety of hand and power landscaping tools and equipment, including District vehicles, push and riding mowers, tractors, forklifts, spreaders, rototillers, edgers, chainsaws, pruners, ladders and other tools.
- Maintains the District’s athletic fields to ensure player and user safety; coordinates with athletic coaches regarding games and practices and schedules/conducts necessary field preparation and maintenance.
- Oversees irrigation of athletic fields; programs water and pump clocks; evaluates proper water use for turf growth, safety and conservation; adjusts water schedule; troubleshoots and repairs sprinklers, valves and clocks.

- Cares for specialized grounds areas such as ponds, animal troughs, etc.
- Maintains daily work records and activity reports, hazardous materials records and restricted pesticide-use records; maintains parts and materials inventory; participates in meetings and safety training.
- Drives a District vehicle or cart between school sites or other locations (i.e., landfill) in carrying out assigned tasks.
- Meets with supervisor to review work on a regular or semi-regular basis as directed.
- Provides work guidance, participates in prioritizing workload and monitors work of a crew of groundskeeping employees for completeness, accuracy and conformance with District and departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices; as assigned leads crews including students.
- May assist in the oversight of contracted workers.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or GED equivalent and at least three years of experience in grounds maintenance; or an equivalent combination of training and experience.

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Qualified Applicator's Certificate issued by the California Department of Pesticide Regulation is required within six months of appointment and during the course of employment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Soil preparation and enrichment.
- Grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods and materials used in controlling pests, insects, rodents and weeds.
- Methods and materials used in the installation, maintenance and repair of automatic sprinkler and drip irrigation systems including various timing devices, controllers, valves and heads.
- Operation and maintenance of hand tools, power tools and power-driven equipment used in irrigation and grounds maintenance.

- State and local water restriction guidelines and other relevant laws, codes and restrictions.
- Shop mathematics.
- Safety policies and work practices applicable to the work.
- Regulations and applicable laws regarding the use and disposal of various hazardous materials.
- Basic English.
- Basic computer operations.

**Skills and Abilities to:**

- Complete grounds maintenance and irrigation assignments independently without immediate supervision.
- Perform grounds maintenance duties including prioritizing and overseeing work of other groundskeepers.
- Safely operate and maintain a variety of grounds maintenance equipment.
- Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
- Read and interpret blueprints, shop drawings and sketches of landscape and irrigation systems.
- Estimate time, materials and equipment required to perform assigned duties.
- Perform minor maintenance repairs as assigned.
- Accurately prepare and maintain logs and records such as shifts and work orders.
- Operate a computer related to area of assignment.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Establish and maintain effective working relationships.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this class, the employee performs heavy physical labor with standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weighing up to 50 pounds unaided and 75 pounds with assistance; frequent bending, stooping and kneeling; working on ladders, scaffolding and rooftops for extended periods; repetitive use of upper extremities; manual dexterity to safely operate motorized equipment and vehicles.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; analyze and solve problems; use shop math; observe and interpret situations; learn

and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public.

### **WORKING ENVIRONMENT**

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

The employee works in outside weather conditions including extreme heat; exposure to sun for extended periods; on slippery or uneven surfaces. The employee is subject to exposure to dust, dirt, oil/grease, mud, gasoline, diesel fuel, smoke and pollen; to hazardous materials such as pesticides, herbicides, solvents and other toxic chemicals and fumes; to extreme noise and fumes/exhaust from equipment and vehicle operation. The employee works with or around dangerous equipment and machinery with moving parts. The employee wears personal protection equipment including respirators, protective gloves and footwear, face shields, goggles, spray suits and rain suits.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name Printed*