

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: LEAD GROUNDS MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Executive Director and Assistant Director of Facilities, Maintenance, Operations and Transportation, assists in the planning, scheduling, training and leading of grounds maintenance personnel; inspects, reviews, and evaluates the grounds maintenance operational functions and activities; performs a variety of gardening and grounds maintenance work, and assures the proper care and maintenance of school grounds and landscaped areas; performs other job-related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Lead Grounds Maintenance Worker, in addition to performing gardening and grounds maintenance duties, is assigned lead duties and responsibilities, including planning, training and coordinating others; scheduling and assigning work and maintaining various records. The Grounds Maintenance Worker performs the more routine gardening and grounds maintenance work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, oversees and participates in gardening and grounds maintenance operations and activities to assure the proper care and maintenance of school grounds.

Inspects grounds and landscaped areas to ensure against safety hazards and improper preventative maintenance.

Trains and coordinates others; schedules, assigns, and reviews the gardening and grounds maintenance work; assures the completion of work in a timely and efficient manner.

Cuts lawns; trims and edges around walks, flower beds, and walls. Weeds and rakes grounds; sweeps sidewalks, walkways and related areas; and removes debris and litter.

Trims and prunes shrubs, trees and hedges to shape and improve growth, or remove damaged leaves, branches, or twigs.

Identifies pests or weeds to be eradicated. Sprays lawns, shrubs, and trees with fertilizer, herbicides, and insecticides.

Prepares soil for planting; plants, fertilizes, waters, and cultivates trees, shrubs, flowers, grass and other plants; seeds new lawns.

Leads and participates in the preparation of grounds areas, including the construction of forms and headers, for concrete application.

Operates a variety of gardening and grounds keeping equipment and machines, including lawn mowers, trucks, commercial vehicles, sprayers, edgers, clippers, chain saws, as well as other hand and power tools.

Operates and maintains forklifts, skip loaders, backhoes, aerial lifts or cherry-pickers, jack hammers, and other assigned equipment in proper working condition.

OTHER REPRESENTATIVE DUTIES:

Prepares field areas for athletic activities; assists in moving and arranging furniture for special events. Excavates and moves earth; cuts and finishes grades; forms ditches and backfills; shoots grades with transit, and blades fields for landscape installation.

Assists in the planning and carrying out of landscaping and grounds beautification projects.

Installs and repairs playground equipment, fences, gates, walls, and walks. Paints fences and outbuildings, as necessary or directed.

Assists in the installation and repair of sprinkler systems; replaces or repairs faulty drains, cracked sidewalks, and blacktop, as required.

Cleans out drainage ditches and culverts.

Sharpens tools, such as weed cutters, edging tools and shears.

Maintains routine records, such as work requisitions, equipment and vehicle maintenance, and completion of work assignments.

Performs other job-related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to, receives direction from, and is evaluated by the Executive Director and Assistant Director of Facilities, Maintenance, Operations and Transportation.

(2) Provides direction coordination and work guidance to assigned grounds maintenance personnel.

Internal Contacts: Continuing contact with the Executive Director and Assistant Director of Facilities, Maintenance, Operations and Transportation, school principals and other administrative personnel, grounds maintenance workers, maintenance and custodial personnel, as well as warehouse and some clerical personnel.

External Contacts: Some contact with outside vendors.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Methods, equipment, and materials used in planting, cultivating, pruning, and maintaining plants, shrubs, trees, and lawns.

Lawn planting and cutting procedures.

Principles and practices of training and providing work direction to others.

Basic arithmetic, including addition, subtraction, multiplication and division and to perform these operations using units of weight measurement, volume and distance.

Health and safety regulations.

Requirements for maintaining school grounds in a safe, clean, and orderly condition.

Proper methods for storing equipment, materials, and supplies.

Routine cleaning, maintenance and care of gardening/groundskeeping equipment.

Basic recordkeeping techniques.

Appropriate safety precautions and procedures.

ABILITY TO:

Oversee and participate in gardening and grounds maintenance work.

Train and provide work direction to others.

Plan and organize work.

Assign and review the work of others.

Assure proper and efficient completion of gardening and grounds maintenance work.

Perform grounds keeping and gardening work; including, but not limited to, digging, hoeing, raking, operating power mowers, edgers, planting, sowing, cultivating, using a cherry-picker or other lift equipment in the pruning and trimming of trees.

Operate and appropriately maintain gardening/grounds keeping tools and equipment, including power equipment.

Operate commercial and other vehicles, as well as heavy grounds equipment.

Read, interpret and apply documents, such as safety rules, operating and maintenance instructions, and procedural manuals; and to write routine reports and correspondence; as well as speaking effectively with individuals and small groups of employees.

Observe legal and defensive driving practices.

Establish and maintain cooperative and effective working relationships with others.

Apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form, including the reading of blueprints and landscape design plans.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Frequently required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Specific vision abilities required of the person in this job include close vision, color vision, peripheral vision, depth perception, and the ability to change focus.
- Frequently lift and/or move objects weighing up to 100 pounds.
- Occasionally lift and/or move objects weighing over 100 pounds with assistance.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to outside weather. The employee is occasionally exposed to moving mechanical parts, high, precarious places; and fumes or airborne particles; and toxic or caustic chemicals, as well as vibration. The noise level in the work environment is usually moderate but can be occasionally loud.

EDUCATION AND EXPERIENCE:

(1) graduation from high school;

and

(2) two years of full-time paid experience in gardening, landscaping, or grounds maintenance.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License. Possession and maintenance of a "Qualified Applicator's Certificate" issued by the State, or the securing of such a certificate within twelve (12) months of employment in this classification.

Insurability by the District's Insurance carrier.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE:	1/16/97
APPROVED BY:	<u>Board of Trustees</u>	DATE:	5/11/89
AMENDED BY:	<u>Board of Trustees</u>	DATE:	4/17/97
APPROVED BY:	<u>Personnel Commission</u>	DATE:	4/19/94
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