

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

**LEAD MAINTENANCE/
GROUNDS SPECIALIST**

DEFINITION

Under direction of the Director, Maintenance/Operations, Transportation and Technology, performs a variety of semi-skilled and skilled work in the maintenance, repair, construction, and alteration of district buildings, facilities, grounds, and irrigation systems. Provides a variety of assistance to the district administrator related to quality control and work schedules, and may provide direction to maintenance and grounds positions. Performs other related duties as required.

REPRESENTATIVE DUTIES

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Assist the Director in coordinating work schedules for the maintenance and grounds positions; assign and explain tasks
- Perform maintenance and repair of district buildings, facilities, and equipment in a wide variety of the building trades such as carpentry, electrical, heating, ventilation, and air conditioning (HVAC), doors and hardware, glazing, painting, roof repair, plastering, cement, and asphalt repair
- Perform basic plumbing, including repair and minor adjustments of apparatus, cleaning out drains, and removing obstructions from water and sewer systems, disposals, toilets, urinals, and drinking fountains
- Install, repair, and replace lawn sprinkler systems according to plans, sketches, or verbal instructions
- Install, maintain, and repair automatically operated sprinkler controls, anti-siphon devices, sprinkler heads, valves, and lines
- Inspect and adjust sprinkler controllers for correct time and duration of operation
- Dig and backfill ditches and trenches as necessary for the installation, maintenance, and repair of irrigation and lawn sprinkler systems; cut and thread pipes; solder connections on wiring and copper piping
- Operate a variety of maintenance and grounds equipment and machines such as power and hand tools/machines, high-pressure water jetter, sewer snake, power meter boxes, trenchers, tractors, forklifts, backflow and sprinkler testing equipment, pipe-cutting and threading equipment, and welding equipment
- Assist grounds crew by cutting grass around sprinkler heads and adjusting the height of sprinkler heads
- Maintain and repair back-flow devices
- Inspect and maintain all playground equipment boxes and materials

- Coordinate trimming of low-hanging branches
- Design and coordinate landscaping to enhance appearance of the district's site designs to determine where to lay sod, sow grass, or plant flowers and foliage
- Maintain inventory and request materials and supplies as needed
- Maintain tools and equipment in clean and proper working condition
- Perform other duties as required related to gardening, pipe-fitting, plumbing, and gardening activities
- Attend department meetings
- Use a variety of technology for communication and daily tasks
- Drive a district vehicle and operate a variety equipment including forklifts, pallet jacks, and dollies
- Fuel and wash assigned district vehicle; report vehicle maintenance problems

ORGANIZATIONAL RESPONSIBILITIES

This is a lead working position for the maintenance and grounds class series functioning under the supervision and direction of the Director, Maintenance/Operations, Transportation, and Technology. This position may assign and give directions to maintenance, custodial, and grounds workers as instructed. This is not a management position and does not formally evaluate employees.

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Methods, materials, tools, and equipment used in the various trades, including painting, plumbing, heating and air conditioning, electrical, carpentry, glazing, tile setting, and locksmithing
- Building maintenance practices, including pertinent laws and building codes
- Safety practices and Cal/OSHA regulations
- Federal, state, and local building codes
- Mathematics applicable to the maintenance and grounds trades
- Requirements for maintaining buildings, equipment, and facilities in good repair
- Various aspects of pipe-fitting applicable to sprinkler installation
- Sizes and specifications of pipes and fittings for proper volumes and pressures
- Methods and materials used in the installation, maintenance, and repair of irrigation systems, including knowledge of the various kinds of controls, valves, and heads
- Basic gardening procedures
- School irrigation systems
- Basic first aid

Ability to:

- Communicate clearly and effectively, orally and in writing
- Understand and carry out written and oral instructions
- Establish and maintain effective and cooperative relationships
- Schedule work and utilize maintenance and grounds personnel effectively
- Interpret blueprints, shop drawings, sketches, and work orders
- Effectively and safely operate a variety of tools, equipment, and vehicles used in skilled maintenance and irrigation tasks

- Observe legal and defensive driving practices
- Use a variety of technology for communication and daily tasks
- Work independently with minimal direction
- Be available in emergency situations outside of the regular work schedule

Education and Experience:

- High school graduation or equivalent
- Three years of experience in general construction and maintenance work and two years of experience in groundskeeping work which includes experience in the installation and repair of irrigation systems

License and Certificate Requirements

- Must possess a California Driver’s License and must submit to a Motor Vehicle License Check as requested
- Must hold or qualify for a valid Level I Forklift Certificate prior to the conclusion of probationary period
- Must hold and maintain certification for backflow test license prior to the conclusion of probationary period

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees may be subject to interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations.

The employee is regularly required to stand, sit, kneel, squat, stoop, walk; use hands and fingers to handle, feel objects, tools, or controls; reach with hands and arms overhead, above the shoulders, and horizontally bend or twist at the neck and waist; and be on his/her feet for extended periods of time. The employee must have manual dexterity sufficient to climb ladders and work from heights; handle tools and operate equipment; lift, carry, push, and pull items; and be able to lift and/or move up to 100 pounds. Vision abilities required for the job include close vision, color vision, peripheral vision, depth perception, and the ability to focus. While performing the duties of the job, the employee will work in both indoor and outdoor environments in seasonal heat and cold or adverse weather conditions and sometimes in a noisy atmosphere. Caution must be taken in the usage of electrical power supply with moderate voltage and in pushing, pulling, and/or lifting objects and equipment. The employee may be required to work with harsh and/or toxic substances.

Approved: December 13, 2018

Revised – December 14, 2023