

Position: Grounds Specialist I	FLSA: Non-exempt
Department: Maintenance & Operations	Salary Grade: 4
Reports to: Director of Maintenance & Operations	

### OVERALL OBJECTIVE AND SUMMARY

Performs a variety of work involving grounds and landscape maintenance of a school facility or District facilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting.
- Mows lawns, trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Removes debris from walks, grounds, and fields. Operates a blower or other debris removal equipment.
- Operates power riding lawn mowers, power blowers, common trucks, and other motorized equipment requiring similar skill. Maintains grounds equipment and vehicles in a safe operating condition.
- Assists in preparation of stadiums and sports fields for athletic events. Drags and marks fields.
- Assists in repairs of fields and performs general grounds clean-up including picking up paper and trash on grounds areas.
- Trims and prunes shrubs, bushes, and trees to enhance growth, foliage, or to minimize obstructions.
- Assists with trimming, pruning, and removing shrubs, bushes, and trees to ensure safety.
- Performs other duties as assigned that support the overall objective of the position.

### QUALIFICATIONS

#### Knowledge of:

- The procedures, methods and techniques of grounds and landscape maintenance.
- The procedures used in the proper application of fertilizer, herbicides, insecticides and pesticides.
- The principles of routine operation, maintenance and repair of sprinkler irrigation systems.
- Operating techniques and use of a full range of grounds maintenance equipment.
- How to maintain, repair, adjust and troubleshoot equipment.
- Applicable safety and health procedures and regulations.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform all of the essential duties of the position at an entry level.
- Operate and maintain grounds and landscape maintenance tools, equipment and vehicles.
- Calculate fertilizer and chemical application amounts and apply them in a safe manner. Operate and perform routine repairs on automatic sprinkler systems.
- Identify common plant, insect and nutrient deficiencies.
- Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner.
- Complete assigned tasks efficiently, safely and within scheduled time frames.
- Communication skills to carry out routine communications encountered in the position.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Pass a qualifying Employee Entrance Evaluation.

PHYSICAL ABILITIES

Work is always outdoors, sometimes in extreme weather conditions.

This position requires:

- Ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on a frequent basis, pushing, pulling, guiding over 50 pounds on an frequent basis.
- Stooping, kneeling, and crouching on a regular basis.
- Hand-eye coordination, hand and finger dexterity including ability to grasp.
- Visual acuity to operate equipment and read technical and safety information.
- The ability to hear and speak to exchange information.

EDUCATION AND EXPERIENCE

A high school diploma or equivalent is desired. Additional experience may substitute for education. One year of experience in gardening, nursery work or grounds maintenance, and demonstrated experience in operation of light duty equipment is desired.

LICENSES AND CERTIFICATES

Requires valid California driver's license.