

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Grounds Specialist

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Education and Experience:

High School diploma or equivalent. Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and Certificates:

Requires a valid California State Driver's License.

Requires a Qualified Applicator's Certificate from the California Department of Pesticide Regulations (within six (6) months of employment).

SUMMARY

Performs a variety of skilled work involving landscape maintenance of grounds, sports fields and irrigation.

SPECIFIC RESPONSIBILITIES

1. Selects, plants, prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives.
2. Serves as a resource on landscape and horticultural matters. May plan, sketch plans for sports fields, irrigation, landscaping to conform to desired landscaping goals.
3. Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas.
4. Designs and installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, and ground covers.
5. Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, and ground covers. Levels, cuts, fills, trenches, and excavates grounds with tractors and other rolling stock.
6. Prepares surfaces for use in inclement weather.
7. Maintains athletic fields, areas, and surfaces in a safe and usable condition. Mows, grooms, contours, paints, and lines athletic play fields to comply with required dimensions.
8. Constructs, set-up, take down, maintains, and repairs athletic activity courses, tracks, ranges fields and other structures.
9. Set-up signs, goals, clocks benches, trashcans, and bleachers for athletic or other events.
10. Operates a variety of common and specialized equipment, machinery and power tools.
11. Operates all irrigation controllers, tests systems and repair as needed.
12. Install, repair, and replace landscape irrigation systems following blueprints, sketches or verbal instructions. Assists in design and planning for irrigation systems.
13. Applies fertilizers, herbicides and pesticides to areas, as required and as authorized.

14. Maintains work order records, equipment service and repair logs, records of supplies used on athletic fields, chemical use reports.
15. Operate, clean, maintain a variety of equipment used in the maintenance of athletic fields and campus grounds including, but not limited to, lawnmowers, edger's, blowers, weed eaters, pruners, chainsaws; prepare and adhere to preventive maintenance and repair schedules for all equipment.
16. Transport equipment as needed.
17. May assist with the orientation of new Grounds Maintenance Worker employees to the operation.
18. Performs other duties as assigned and as referenced in the Irrigation Specialist, Grounds Maintenance Worker/Spray Applicator, and Grounds Maintenance Worker/Athletic Field Attendant job descriptions.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others. Must work well in a team environment and generally promote teamwork.

The General Specialist is a skilled position. Position requires generalized experience of procedures, methods and techniques as it pertains to Irrigation, Spray Application, and Athletic fields. Skill at operating specialized equipment. Competency in turf management.

Knowledge of:

- Requires a working knowledge of the principals and practices of landscaping, grounds maintenance and turf management including those for athletic fields.
- Methods of planting, cultivating, pruning, and caring for plants, trees, and lawns.
- Operation characteristics of a full range of grounds maintenance equipment.
- Proper and safe application of pesticides, herbicides and fertilizers.
- Techniques for safe handling, storage, and disposal of hazardous materials.
- Sufficient math to calculate distances, proportions, and sums.
- Understanding of routine installation and maintenance of sprinkler irrigation systems.
- Reading landscape blueprints and specifications.
- Record keeping techniques.
- Safe lifting techniques.
- Occupational hazards and standard safety practices.
- Sufficient human relations skill to work cooperatively as part of a team.

Abilities:

- Requires the ability to perform all of the essential duties of the positions of Irrigation Specialist, Grounds Maintenance Worker/Spray Applicator, and Grounds Maintenance Worker/Athletic Field Attendant.
- Operate vehicle and mechanical equipment safely.
- Operate equipment, read technical, and safety information.
- Stoop, kneel, crouch, grasp, have good hand-eye coordination, hand and finger dexterity including visual acuity to operate equipment and read technical and safety information.
- Perform heavy manual labor.
- Work in inclement weather.
- Maintain accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Work primarily independently or as part of a team and with minimal supervision.

PHYSICAL ABILITIES

Requires the ability to stand for extended periods of time, prolonged walking, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe grounds objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions. Work is performed outdoors involving physical labor and working with machinery.