



JOB DESCRIPTION

Groundskeeper I



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

PRIMARY FUNCTIONS

Under general supervision, individually or as a crew member, performs a variety of semi-skilled and skilled duties in the maintenance of grounds and landscaped areas throughout the District; operates grounds maintenance equipment; 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.

- Participates in a variety of landscape maintenance duties including trimming, mowing, aerating, edging, hedging, watering, weeding, planting, mulching, renovating and chipping.
- Maintains and conditions flowerbeds, planter beds, hedges, trees and lawns; picks up and hauls cuttings; installs and cultivates new plantings; installs sod, reseeds, fertilizes and renovates lawns and fields.
- Performs outdoor pest control and removal.
- Calibrates, mixes and applies various fertilizers, pesticides and herbicides; prepares required pesticide usage reports.
- Operates a variety of grounds maintenance equipment and hand tools, including riding and standing mowers, trimmers, edgers, power shears, weed eaters, walk-behind aerators, chain/pruning saws, sod cutters, vacuums and other equipment used in grounds maintenance work.
- Maintains grounds maintenance equipment in safe operating condition; performs routine equipment maintenance such as sharpening blades, lubricating equipment and replacing parts as needed.
- Cables, braces, ties, bolts, stakes, and guys trees and branches to provide support.
- Assists with the installation, maintenance and repair of irrigation systems; programs and operates electronic controllers and other sprinkling systems.
- Trims tree and shrub pruning and uses equipment to remove cut and fallen branches.
- Performs general maintenance to campus grounds; blows, sweeps green waste, sidewalks and other hardscapes and cleans drainage gutters to maintain clean, safe and orderly conditions.
- Uses an aerial lift to reach and trim trees.
- Maintains routine records of maintenance on equipment.

- Drives a District vehicle between school sites or other locations (i.e., landfill) in carrying out assigned tasks.

OTHER DUTIES

- Prepares outdoor athletic facilities and fields for practices, games and ~~graduation special events~~; cleans fields and ~~assists with bleacher clean up bleachers~~ following events.
- May assist maintenance staff with larger projects such as concrete, asphalt or cement work, or irrigation/water line repairs, as assigned by a supervisor.
- 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 one year 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 desired.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Routine grounds maintenance procedures including mowing, edging, weeding and planting.
- Cultivating, fertilizing, watering and spraying flowers, trees and shrubs.
- Safe operation and maintenance of hand and power tools and equipment used in groundskeeping.
- Safe operation of medium and heavy equipment used in groundskeeping.
- Methods and materials used in controlling pests, insects and weeds.
- Basic methods and procedures for the installation, maintenance and repair of irrigation systems.
- Basic English.
- Basic computer operations.

Skills and Abilities to:

- Perform semi-skilled and skilled grounds maintenance duties including prioritizing work on campus grounds and athletic fields.

- Work independently and use sound judgment in performing grounds maintenance activities.
- Mow, edge, water, weed, fertilize and cultivate lawns, flowerbeds, athletic fields and other landscaped areas.
- Operate, perform daily inspections of and maintain a variety of power and hand tools and light to heavy motorized equipment including tractors, power mowers, edgers and weed eaters.
- Understand and follow oral and written directions.
- Communicate effectively, both orally and in writing.
- Maintain routine records including pesticide and fertilizer-usage records.
- Operate a computer and use standard business software.
- Operate a motor vehicle or an electric cart ~~to pick up/deliver supplies to various locations.~~
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Establish and maintain effective working relationships with all those encountered in the course of work.

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; work 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. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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, 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 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