MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Grounds, Senior Leadworker
REPORTS TO:	Landscape Manager
DEPARTMENT:	Maintenance & Operations
CLASSIFICATION:	Classified
SALARY:	Teamster Range 590
BOARD APPROVED:	February 1, 2023

SUMMARY DEFINITION: Under direction and general supervision of the Landscape Manager, works in a lead role, performing highly skilled groundskeeping work; exercises judgment in the selection of work methods and procedures used in general ground maintenance; trains and provides work direction to assigned Landscape personnel.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Assist the Landscape Manager in reviewing the landscape and grounds condition of the District's school sites and other properties. **E**
- Trains, provides direction, and participates in the work of personnel engaged in groundskeeping, gardening and field renovation at assigned district schools and facilities. **E**
- Coordinates with Landscape Manager and other trades for the purpose of completing projects and work orders efficiently. **E**
- Assists in creating designs and improvement plans for landscape areas to support campus beautification, including cost estimates and labor planning for such projects. **E**
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information, determining and monitoring the appropriate course of action, and ensuring project success.

- Operates and maintains a variety of grounds maintenance equipment, tools and machinery including mowers, sprayer, edgers, saws, tractors, trenchers, backhoe equipment, sweepers and similar equipment in order to perform large turf mowing, flail-mowing, athletic field maintenance, specialty projects, weed prevention and fire guard maintenance and other necessary grounds work. **E**

- Prepare reports for use of chemicals, schedule dates for application of chemicals and inspect property to determine effectiveness of treatment. Document and ensure that the use of pesticides or herbicides are used in strict accordance with the manufacturer's label instructions, SDS, and is used in conformance with all applicable laws, codes, and regulations. Ensure the appropriate postings of notifications and warnings as they apply to the Safe Schools Act of 2000, and assure proper safety and health regulations and practices are observed. **E**

- Provide training, instruction and participate in the application of weed abatement including, but not limited to, applying chemicals for weed control and eradicating other pests, as assigned. This includes ensuring required federal, state, and district mandated reports regarding pesticide use and department work orders are complete. **E**

- Review work orders, keep records and submit reports as necessary.

- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and refers major maintenance and repair to appropriate staff. **E**

- Maintains inventory of all supplies and equipment.

- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.

- May drive a truck with a trailer attachment in transporting grounds maintenance equipment from worksite to worksite or green waste to disposal facility.

- Completes assigned work orders including closeout, tracking time and inventory.

- May assist in emergency response to ensure the District facilities are secure and operational, as needed.

- Provides support for Civic Center Act by preparing buildings and/or site for events.

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or its equivalent with a combination of training and knowledge equal to a minimum of four (4) years of increasingly responsible experience maintaining school district/parks grounds and recreational facilities.

KNOWLEDGE OF: Methods, materials and tools used in safe work practices including OSHA regulations, as they relate to the position. Read and understand blueprints, technical specifications, Safety Data Sheets (SDS) and related project documentation. Comprehensive knowledge of grounds maintenance procedures including mowing, edging, raking, weeding, cultivating, fertilizing, turf care, irrigation requirements and spraying of flowers, trees, shrubs, grass, etc. Herbicides and other chemicals used in grounds maintenance. Safe operation and maintenance of hand and power tools and equipment used in grounds maintenance. Integrated, environmentally safe pest management practices, including methods and materials used in controlling pests, insects, and weeds. Record keeping techniques. Basic fire safety and security regulations for school facilities. Safety best practices and work methods. Oral and written communication skills. Techniques for providing a high level of customer service by effectively communicating and addressing needs of the public, vendors, contractors, and District staff. Basic English grammar, punctuation and spelling. Policies, laws and regulative procedures. Understanding of basic technology**.**

SKILL IN: Lead and provide direction/training on methods and procedures to grounds staff. Work safely and efficiently while meeting schedules and timelines. Perform manual labor in outdoor weather conditions such as general landscaping, gardening and grounds keeping activities. Safely and efficiently operate a variety of grounds maintenance tools and motor vehicle equipment. Observing and reporting safety hazards and need for maintenance and repair. Learning, understanding, and applying pertinent policies, work standards, and health and safety regulations. Communicating and working with others including the use of interpersonal skills using tact, patience and courtesy. Making decisions and working alone.

ABILITY TO: Maintain routine files and records. Organize work, set priorities, and meet critical time deadlines. Use tact, initiative, prudence, and judgment within general policy and procedural guidelines. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with others. Use interpersonal skills with tact, patience and courtesy. Follow oral and written instructions. Operate power equipment safely and efficiently. Perform heavy manual labor. Work independently with little to no supervision.

WORKING CONDITIONS:

ENVIRONMENT: Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the following physical demands: frequent significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires walking, and standing for various amounts of time. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

HAZARDS: Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; and exposure to flying debris or nails, chemicals and solvents. Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; repetitive hand motion; slipping; flying debris; high

pressure hoses; and may be exposed to fecal matter, snakes, insect bites/swarms, ant bites, and cuts from tools or materials.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

Requires the possession of the appropriate California Pest Control Applicator License within (6) months.

Board Approved: February 1, 2023

Salary Range: 590