

SAN YSIDRO SCHOOL DISTRICT

TITLE: Grounds Specialist

REPORTS TO: Assistant Superintendent Admin Lead, Sch Supp & Safety

DEPARTMENT: Maintenance/Operations

CLASSIFICATION: Classified (12 month)

FLSA: Non-Exempt

SALARY: Classified Schedule Steps 15-19

REVISED: July 2025

Board Approved: August 2025

BASIC FUNCTION: Under the direction of the Maintenance, Operations & Facilities Manager and the immediate supervision of the building administrator, the Grounds Specialist is responsible for the care, maintenance and repair of the school district's cultivated and uncultivated ground areas, walk ways, and other areas surrounding the schools and other district buildings. He is responsible for the ground preparation, the planting, and care of grass, shrubs, trees, etc. to be planted, or which are to be planted. In addition, he is responsible for the installation and/or care, maintenance, and repair of equipment, systems, vehicles, etc. used in his work.

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

- The Grounds Specialist is responsible for mowing lawns, edging around planted areas and walkways, and trimming next to walls, fences, and other such things.
- The Grounds Specialist is responsible for pruning and trimming trees, shrubs, hedges, and other decorative plant life so as to avoid plant damage, encourage growth, and to assist in the beautification of the plant through appropriate shaping.
- The Grounds Specialist is responsible for the selection and appropriate use of insecticides, fertilizers and other such items designed to protect and encourage the growth of grass and other plant life.
- The Grounds Specialist is responsible for the cultivation of the ground areas surrounding plants, trees, and other forms of plant life.
- The Grounds Specialist is responsible for the prevention of weed growth and the removal of weeds from all areas.
- The Grounds Specialist is responsible for the watering of the plant life in accordance with their needs.
- The Grounds Specialist is responsible for the removal and clean-up of all cuttings, plant droppings, and excess dirt, or other debris and/or waste on the building grounds.
- The Grounds Specialist is responsible for the care of damaged plant life.
- The Grounds Specialist is responsible for the soil preparation and the planting of all plant life used in the beautification of the district's buildings and grounds.
- The Grounds Specialist is responsible for the layout, preparation, care, maintenance, and repair of playing fields, other grounds, and related systems.
- The Grounds Specialist assists and/or is responsible for the repair of defective concrete and black topped areas, which could constitute a safety hazard, as determined by their supervisor.
- The Grounds Specialist is responsible for the filling, compacting, leveling, and grading of surface areas for good drainage, or to prevent injuries to those using the school grounds.

- The Grounds Specialist assists with the covering of concrete, plastic, or other types of materials used for the subterranean boxes housing valves, meters, etc.
- The Grounds Specialist is responsible for the replacement and/or maintenance of all lawn sprinklers' systems.
- The Grounds Specialist maintains control over the equipment and tools charged to him, taking a daily inventory of his equipment.
- The Grounds Specialist is responsible for a daily pre-operational safety check of all equipment and tools before it is used: unsafe equipment is not to be used.
- The Grounds Specialist is responsible for the safe and prudent use of all equipment and tools in his charge.
- The Grounds Specialist is responsible for the general care and maintenance of all equipment and tools so that it is ready for use at any time.
- The Grounds Specialist is responsible for the pre-operational check of the district vehicles used in his work; this inspection shall include all easily accessible fluid levels (oil, battery, radiator, and fuel) lights, brakes, and tires with an immediate reporting of any unsafe check to the Maintenance, Operations & Facilities Manager, if the deliveryman is not capable of correcting the unsafe condition.
- The Grounds Specialist is responsible for the safe and prudent operation of all district vehicles he may be using.
- The Grounds Specialist shall maintain for each building site regular schedules for mowing, fertilizing, watering, cultivating, application of pesticides and all other such activities related to the care of plant life and the grounds surrounding each site.
- The Grounds Specialist shall see that all personnel assisting him are properly trained in the proper care and prudent and safe use of all equipment, tools, fertilizers, insecticides, and other such things used in carrying out the gardening responsibilities.
- The Grounds Specialist shall assist in the care and maintenance of all fences and gates.
- The Grounds Specialist shall develop and maintain a scale plot drawing which shows valve locations, sprinkler system layouts, the grounds surrounding the buildings, with the location and the common names of all grass, tree, shrub, and other plant life.
- The Grounds Specialist shall develop and maintain a plant life handbook with the common name of each plant and the care requirements relative to watering, fertilizing, pruning, and other care factors.
- The Grounds Specialist shall attempt to work harmoniously with all district personnel at all times.
- The Grounds Specialist shall seek to improve and continually update his knowledge of the tools, equipment, plant life, fertilizers, systems, and other things related to his job as Grounds Specialist.
- The Grounds Specialist shall assume other responsibilities directly related to the grounds specialist position and the maintenance of district grounds and plant life, as assigned by the Maintenance, Operations & Facilities Manager.
- Maintains a professional working relationship with other employees.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Thorough knowledge of the characteristics of all plants and grounds cared for.
- Knowledge of most frequent and appropriate equipment, fertilizers, etc. used in the care of plant life.

- Knowledge of the care required for plant life.
- Proper and safe use of and application of pesticides.

ABILITIES:

- Ability to effectively operate and maintain in appropriate manner job related equipment.
- Ability to drive.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- High school graduate, or equivalent
- Minimum of one year gardening, nursery, horticultural activity or other and/or related experience dealing with activities such as those appearing in the job description.
- Possession of valid California Driver's License
- Possession of California Department of Pesticides Regulation License

WORKING CONDITIONS:

Employee in this classification work both inside and outside, in temperatures over 90 degrees, frequent temperature changes, with electrical hazards, dangerous equipment (i.e., table and band saws), inadequate lighting, and in the absence of supervision.

PHYSICAL REQUIREMENTS:

Applicants must be able to: stand, walk, lift up to 75 lbs., carry, pull, climb, simultaneously use both arms and legs, maintain balance, stoop, kneel repeatedly, reach overhead, repetitively use fingers or use wrists or hands while twisting or applying pressure, use both hands simultaneously, have rapid mental or muscular coordination, speak clearly, hear well, have depth perception and color vision and be able to distinguish shades, and see small details clearly.