

Ontario–Montclair School District

CLASS SPECIFICATION Lead Grounds Maintenance Worker Range 45

GENERAL PURPOSE

Under general supervision of the Director for Facilities Planning and Operation and/or Designee, coordinates, leads, and participates in the work of the District's centralized grounds maintenance crew; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Grounds Maintenance Worker is the lead worker class for the District's centralized grounds maintenance crew. In addition to handling a regular grounds maintenance assignment, incumbents coordinate activities between crew members to ensure maintenance assignments are properly completed and meet proper maintenance standards, safety, and appearance. Incumbents ensure grounds maintenance crews have the necessary supplies to complete their assignments.

ESSENTIAL DUTIES AND 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.

1. Provides lead work direction and guidance to staff; plans and assigns work to staff; provides training and technical assistance; inspects and evaluates work performed; identifies problem areas and directs remedial action to be taken; provides input to the evaluation of assigned staff; ensures that activities are carried out in a safe manner and that established policies, procedures, and safety measures are followed.
2. Participates in the selection of grounds maintenance personnel.
3. Assigns, oversees, and participates in grounds maintenance work; demonstrates safe work methods and procedures and proper equipment operation techniques.
4. Demonstrates and participates in the operation of equipment and power and hand tools, including trucks, trailers, tractors, chippers, jackhammers, sprayers, and stump grinders.
5. Mows, edges, trims, shapes, prunes, and waters trees, shrubs, flowers, lawns, and landscaped areas; grinds, tree stumps, limbs, and branches.
6. Mixes and applies herbicides, pesticides, and insecticides.
7. Installs irrigation system tubing and replaces defective nipples and heads; checks, cleans, and maintains drainage ditches, gutters, and storm pipes.
8. Checks and ensures regular servicing and maintenance of power and hand tools and equipment; orders parts and supplies.
9. Oversees and participates in grounds renovation work, including laying sod, reseeding, fertilizing, and planting lawns and fields.

10. Prepares and maintains daily schedules, work orders, equipment records, work statements, vehicle repair, and equipment requisition records.
11. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.

QUALIFICATIONS

Knowledge of:

1. Methods, procedures, techniques, materials, tools and equipment used in various grounds maintenance activities including mowing, edging, trimming and weed/pest control.
2. Cultivating, fertilizing, watering and spraying flowers, trees and shrubs.
3. Herbicides and other chemicals used in grounds maintenance.
4. Operation and maintenance of hand and power tools and equipment used in grounds keeping.
5. Methods and materials used in controlling pests, insects and weeds.
6. Proper safety rules and work procedures associated with grounds maintenance activities.

Ability to:

1. Assign, participate in and provide work direction to grounds crews in the performance of landscaping, tree trimming, landscaping, cleaning and grounds maintenance work.
2. Provide work direction to an assigned grounds crew.
3. Establish and ensure the timely completion of daily work schedules.
4. Estimate, select and layout equipment, tools and materials needed for assigned jobs.
5. Demonstrate proper operation of equipment and safety procedures and techniques.
6. Provide and follow oral and written instructions.
7. Communicate effectively both orally and in writing.
8. Prepare and maintain related records.
9. Meet schedules and time lines.
10. Establish and maintain effective working relationships with District management, staff and others encountered in the course of management.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and three years of increasingly responsible grounds maintenance experience.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve basic problems; use math and mathematical reasoning; 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. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK 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 individuals with disabilities to perform the essential functions.

The employee regularly works in extreme outside weather conditions, near moving mechanical parts and frequently works on slippery and uneven surfaces. The employee is frequently exposed to wet and/or humid conditions, vibration, and street/road traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level is frequently loud.

Board Approval: 2/5/26