

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

GROUND PERSON

**POSITION
DESCRIPTION:**

Directly responsible to Maintenance and Grounds Supervisor. Under the direction of the Maintenance and Grounds Supervisor, performs a variety of grounds related work in order to provide a safe and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Performs all phases of lawn care, gardening, soil preparation and treatment
2. Plants, cultivates, waters, trims, sprays, and maintains ornamental plants, shrubs, hedges, trees, and flowers
3. Maintains vegetation-free landscaped areas
4. Burns weeds and trash when instructed
5. Installs and maintains irrigation and control systems
6. Operates, maintains, repairs and transports all grounds equipment
7. Reads and works with blueprints, schematic drawings and applicable manuals
8. Demonstrates the use of grounds equipment to new employees
9. Assists in the upkeep of the grounds surrounding playground equipment
10. Assists other Grounds personnel with completing projects as assigned
11. Estimates time, materials, and cost to complete assigned job
12. Accomplishes tasks in a safe, timely, and legal manner
13. Receives and processes work orders
14. Follows procedures for maintaining inventory and accounting for its use
15. Maintains cleanliness and removes debris after performing work
16. Reports safety, sanitation, and fire hazards to the Maintenance and Grounds Supervisor
17. Communicates and works cooperatively with sites and co-workers
18. Attends trainings and meetings as directed
19. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Drivers License with no Vehicle Code moving violation within the last 12 months of obtaining the position

Knowledge of:

- Tools, materials, equipment, and standard practices of grounds keeping work for maintaining school grounds in a safe, clean and orderly condition
- Irrigation controls and systems

Ability to:

- Safely use a wide variety of tools and equipment skillfully to complete assignments
- Work cooperatively with others
- Understand and carry out oral and written directions
- Communicate effectively both orally and in writing
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- A minimum of one (1) year of experience in grounds or related work

Desired:

- Prior employment as a grounds person for a large facility or school district
- Training in the use and safe handling of chemicals used in grounds work

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Indoor and outdoor environment
- Driving a vehicle to conduct work
- Exposure to chemicals, fumes, dust and odors

Physical Demands:

- Lifting, carrying, pushing and pulling heavy objects as assigned by position
- Ability to operate a variety of specialized equipment and tools
- Visually inspecting systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders
- Heavy physical labor

Hazards:

- Exposure to extreme weather conditions
- Working around and with machinery having moving parts
- Hazardous chemicals
- Working at heights up to 50'
- Electrical power supply and high/low voltage
- Working in a cramped or restrictive work area