

CENTRAL SCHOOL DISTRICT

Job Title: Lead Grounds Maintenance Worker

Occupational Group: Maintenance
& Operations

Reports to: Director of Maintenance & Operations

Pay Range: 29

Date of Board Approval: 7/18/2021

Work Year: 12 months

DEFINITION

Under supervision of the Director of Maintenance and Operations, plan, assign, assist and direct in the work of employees engaged in performing centralized grounds maintenance services for the district following a predetermined schedule; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent.
- Possession of a valid and appropriate California Driver's License and safe driving record.
- Insurability by the District's liability insurance carrier.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice clearance.
- Current TB test with screening every 4 years to remain up to date.

Desired Experience:

- Minimum of three years of paid experience in grounds maintenance or gardening work preferably in a school setting.

Knowledge and Abilities:

Knowledge of:

Methods of cultivating, pruning, planting and caring for plants, flowers, shrubs, trees and lawns; preparing soil for planting; plant diseases and pest eradication and control; handling of fertilizers, pesticides and other chemicals and their proper usage; care and maintenance of hand and power-driven equipment; automatic sprinkler systems and electric time clocks; safe working methods and procedures; how to safely use equipment; applicable health and safety regulations; proper safety, security, and sanitation practices and procedures suitable methods of storing equipment, materials and supplies; proper lifting techniques; district policies and procedures; basic principles of guidance and direction; basic English usage; basic mathematical concepts; basic computer operations.

Ability to:

Plan, organize and direct the work of grounds workers; organize, plan, prioritize, project cost and time for jobs; perform highly skilled work in the grounds area; perform moderately heavy manual activities; operate equipment safely; meet schedules and timelines; read, interpret and follow rules, regulations, policies and procedures; read and understand technical trade manuals, instructions and guides; work independently with intermittent supervision; understand and carry out oral and written directions; problem solve, be flexible and assignment on short notice, establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; provide positive customer service.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Schedule and coordinate grounds care for district owned facilities. E
2. Confer with director regarding planning of landscaping projects. E
3. Maintain a variety of records and reports. E
4. Coordinate the work of assigned workers and personally perform skilled grounds maintenance tasks. E
5. Plant, cultivate, mow, edge, trim, prune, weed, rake and fertilize landscape areas. E
6. Arrange the use and application of herbicides, pesticides, fungicides, rodenticides, and sterilant, including calculations. E
7. Maintain, service and repair hand and power-driven grounds maintenance equipment. E
8. Sweep, pick up paper and other debris. E
9. Clean and maintain drains and flow lines from debris.
10. Haul materials utilized in the improvement of landscaped areas. E
11. Operate a variety of grounds maintenance equipment. E
12. Perform custodial and routine facility maintenance tasks. E
13. Operate a tractor utilizing a variety of attachments. E
14. Confer with supervisor concerning employee performance. E
15. Assist in the preparation of athletic event areas.
16. Load truck with trimmings, trash and transport for disposal.
17. Assist in the moving and arranging of furniture and a variety of other equipment.
18. Install, repair and maintain irrigation systems. E
19. Lock and unlock gates, doors, secure buildings and grounds; may need to set alarm systems. E
20. Monitor and responds to District radio communications network. E
21. Report, respond and assist with emergency and safety issues and concerns. E
22. Ensure safety and health regulations and practices are observed. E
23. Promptly complete and remain compliant with mandated trainings. E

WORKING CONDITIONS

Employee may perform duties at various district site locations, indoor and outdoor environment, and inclement weather; requiring heavy lifting, bending, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases, blood borne pathogens exposure or fumes from chemicals and other materials; subject to pests and insects; potential hazards of anti-social behavior.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

This position is subject to Board Policy 4112.4, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, push, pull, reach overhead, kneel, squat, climb stairs, and climb ladders; employee must be able to carry up to 50 pounds without assistance, and over 50 pounds with assistance. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgment when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.