



## HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

### SENIOR GROUNDSKEEPER/EQUIPMENT OPERATOR

**JOB PURPOSE STATEMENT:** The job of Senior Groundskeeper/Equipment Operator is done for the purpose of maintaining attractive grounds areas; ensuring the availability of required equipment; protecting against erosion; maintaining grounds for assemblies and/or recreational activities; ensuring assignments are completed in a safe, proper and timely manner; and providing guidance and direction to assigned workers as necessary. The job of Equipment Operator is specifically done for the purpose of operating heavy equipment, (e.g. tractors, bobcats, skip loaders, etc.); assisting other trades in performing their functions; and maintaining equipment in safe operating conditions.

#### Essential Job Functions:

- **Cleans** landscaped areas and related items (e.g. storm drains, rain gutters, etc.) to prevent flooding and remove hazards
- **Evaluates** landscaped areas, equipment, sprinkler systems, and grounds (e.g. fields, parking areas, etc.) to identify repairs and/or replacement needs, to maintain schedules, and to prevent erosion
- **Maintains** groundskeeping equipment to ensure the availability of equipment in safe operating condition
- **Maintains** landscaping (e.g. lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc.) to preserve grounds in a healthy, attractive, and safe condition
- **Operates** heavy equipment (e.g. tractors, bobcats, skip loaders, etc.) to provide the necessary assistance to other trades in the completion of their functions
- **Plants** various landscaping materials (e.g. lawns, shrubbery, flowers, etc.) to keep the areas attractive and protect against erosion
- **Prepares** documentation to provide written support and/or convey information
- **Prepares** grounds (e.g. ball fields, courtyards, flower beds, etc.) to provide adequate, attractive, and safe areas for assemblies, athletic events, and/or recreational activities
- **Procures** equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently
- **Responds** to emergency situations to resolve immediate safety concerns
- **Requests** materials, supplies, and equipment to ensure that adequate materials are available to complete assignments in a timely manner
- **Transports** various items (e.g. landscaping materials, furnishings, equipment, supplies, waste materials, etc.) to provide and/or remove items at schools and/or job sites

#### Other Job Functions:

- **Assists** other personnel, as needed, to support them in the completion of their work activities

#### Job Requirements - Qualifications:

##### Knowledge, Skills, and Abilities:

*Knowledge* is required to perform basic math, including fractions, percentages, and ratios; to read a variety of manuals and reports; to speak before groups; and to apply common sense understanding of detailed, multi-step instructions in a combination of written, oral, and diagrammatic form.

*Skills* are required to perform multiple specialized technical tasks. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in trade; and preparing and maintaining accurate records.

*Abilities* are required to deal with tasks requiring a high level of complexity, such as coordinating chronological equipment operations; coordinating of others' schedules and/or activities; practicing discretion, independent action, and judgment when using equipment and/or working with people; and interacting with persons and/or agendas that frequently change. Specific abilities include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.



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**Responsibility:** The resources required (people, equipment, facilities, and/or funding) to perform job functions are of a moderate scope, and moderate opportunity exists for significant impact (positive or negative) on the organization's mission.

**Working Environment:** The job functions are generally performed in an outdoor environment, requiring the following significant physical abilities: lifting a minimum of 50 lbs., carrying, pushing, pulling; stooping, kneeling, crouching; reaching, handling, fingering and /or feeling; sensory speaking, hearing and visual.

**Educational Requirements:** A high school diploma or equivalent is required.

**Experience Requirements:** The equivalent of three years of responsible employment in institution or grounds maintenance is required.

**Licensing, Certification, Testing Requirements:** Fingerprint/criminal justice clearance; Tuberculosis clearance; a valid driver's license and evidence of insurability; and a California Class A License are required.

**Revised 4/10/19**