

Position: Groundskeeper

Salary Range: 21

Summary

Performs a variety of work involving grounds and landscape maintenance of a school facility or District Office.

Distinguishing Characteristics

Performs a variety of work in the preparation and maintenance of grounds and athletic fields; installation, maintenance, and repair of sprinkler irrigation systems; and/or the construction of special landscaping or play areas. Groundskeeper is an entry-level position.

Essential Duties and Responsibilities

- Plants and cultivates trees, grass, flowers, and shrubs. Fertilizes as needed. Spades and otherwise prepares grounds for planting.
- Mows, trims, prunes, hoes, weeds, rakes, and removes debris from all exterior District grounds.
- Assists in installing, repairing, and replacing landscape irrigation systems following blueprints, sketches or verbal instructions.
- Lifts, moves, and stores supplies, equipment and furniture.
- Operates specialized and demanding power equipment. Loads equipment on trailer for transport and drives to work sites.
- Inspects machinery before use to ensure safe operating condition and services, adjusts, repairs and maintains equipment as appropriate.
- Participates in preparing athletic fields for events.
- May train other staff as appropriate.
- Communicates effectively with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures

Qualifications

- **Knowledge and Skills**

A Groundskeeper requires a thorough knowledge of the methods, materials, tools and equipment used in grounds and landscape maintenance, including a basic knowledge in the use of fertilizers, herbicides, pesticides and fungicides. Must know how to maintain, repair, adjust and troubleshoot equipment. Must know applicable safety and health procedures and regulations. Requires a basic knowledge of sprinkler systems. Requires skill with general construction tools. Must have sufficient communication skills to project a positive image and convey basic information to customers.

- **Abilities**

Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in a safe, working condition. Requires the ability to perform routine grounds maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor. Must be able to communicate effectively and follow oral and written directions. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

- **Physical Abilities**

Work is mostly outdoors, sometimes in extreme weather conditions. Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on a frequent basis, pushing, pulling, guiding over 50 pounds on an occasional basis. Requires the ability to climb and use ladders safely. Stoops, kneels, and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information. Must be able to perform heavy physical labor with or without assistance.

- **Education and Experience**

High School diploma or equivalent required. Demonstrated reading and writing skills sufficient to perform duties and read and understand Material Safety Data Sheet (MSDS). Requires 1-year grounds experience.

- **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required. May require a pesticide applicators license.