

Position: Grounds Team Leader

Salary Range: 30

Summary

Assigns, reviews, and participates with a team of Grounds personnel in providing grounds, sports field, and landscape maintenance within the District. Performs work requiring the highest skill level such as equipment operation for major projects and irrigation in addition to all other grounds keeping duties.

Distinguishing Characteristics

This is a lead position in the Grounds crew requiring experience and skill in horticulture, Integrated Pest Management, landscaping, irrigation, and equipment operation. Employment in this position will require demonstrated competency in project leadership and planning.

Essential Duties and Responsibilities

- Prioritizes, assigns work, participates in and reviews the work progress and results of grounds and landscape maintenance services.
- Provides or coordinates staff training. Works with Grounds Specialists to improve their skills.
- Establishes schedules and methods for providing grounds and landscape maintenance services.
- Participates in the preparation and administration of the grounds and landscape maintenance annual plan. Monitors expenditures connected with assigned duties.
- Monitors the preventive and regular maintenance of assigned equipment. Requisitions supplies and equipment. Recommends acquisition of new equipment or disposal of existing equipment.
- Coordinates the preparation and maintenance of a variety of records and reports pertaining to work orders, work schedules, equipment repair, supplies, equipment inventory, and pesticide and herbicide use.
- Assists in the preparation of estimates and specifications for contracting of landscaping work, concrete, fencing, grading and irrigation. Inspects and monitors work performed by contractors. Develops and modifies landscaping plans.
- Prepares drawings and other diagrams for grounds and landscape projects such as irrigation, beautification, play and athletic fields, etc.
- Prepares estimates for chemical and fertilizer application.
- Maintains tennis court and track surfaces. Operates automatic sprinkler systems. Trouble-shoots, repairs and resets timers on sprinkler systems.
- Ensures the safe and proper application of herbicides, pesticides and fertilizer. Operates a variety of hand and power tools commonly used in grounds maintenance work. Operates trucks, tractors, mowers and other grounds maintenance and construction vehicles.
- 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.
- Incumbents must remain current in skills, procedures, and standards in the area of specialization.

Qualifications

▪ Knowledge and Skills

Requires considerable knowledge of garden, landscape and grounds maintenance methods and techniques, including horticulture, turf maintenance, weed and pest control, integrated pest management, and irrigation systems. Requires a working knowledge of the regulations governing use of pesticides, fungicides and herbicides including safety considerations. Considerable skill in using hand and garden tools and operating light and medium duty equipment such as backhoes. Must have a working knowledge of maintenance and repair of grounds and landscaping equipment. Requires a thorough knowledge of sound safety practices for tools, equipment, materials and chemicals used in the line of work. Must have sufficient leadership and communication skills to document work, work productively with others, project a positive image and provide technical information.

▪ Abilities

Requires the ability to train, guide, and perform the same duties as other Grounds personnel. Requires the ability to issue and follow written and oral instructions and complete records and reports. Ability to read and understand written information including Material Safety Data Sheets. Must be able to develop and project department budget needs and oversee equipment and supply inventories. Must be able to plan, organize and prioritize work in order to meet maintenance and upkeep schedules. Must be able to understand, interpret and explain District policies and procedures. 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 always 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. 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.

▪ Education and Experience

High School diploma or equivalent supplemented by additional college level courses in horticulture, landscape or a related field. Minimum of 4 years of experience in gardening, nursery, grounds maintenance with 1 year of project leadership.

▪ Licenses and Certificates

Requires valid California Driver's License, Pesticide Applicators License, and first aid training/CPR card.