

	<p style="text-align: center;"><b>Classified Position Description</b></p> <p style="text-align: center;"><i>Lead Groundskeeper</i></p>	<p>Initial Date: December 9, 1976  Board Approval:  Revision Date: April 17, 1996  Personnel Commission:  Range: 48</p> <p>Reports to Supervisor of Operations</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To act in a lead capacity in coordinating and monitoring as well as participating in the work of Groundskeepers. Employees in this classification receive general supervision within a framework of standard policies and procedures. This position requires skill in planning and scheduling the work of subordinates. This job class also requires the ability to exercise caution and care in the performance of assigned duties.

**DISTINGUISHING CHARACTERISTICS:**

Positions allocated to this class are assigned on a full-time basis at Live Oak High School or on a rotating semi-weekly or daily basis at middle school or elementary and other District sites. This job class requires incumbents to keep abreast of new or changing landscaping or gardening techniques.

**REPRESENTATIVE DUTIES:**

- Controls the activities of assigned Groundskeepers at single or multiple sites, coordinating and monitoring allocated tasks.
- Assists Supervisor of Operations in overall coordinating and scheduling of unit operations and in short-term organizing and planning of activities.
- Plants, cultivates, fertilizes, prunes, shapes, trims, waters, and sprays trees, shrubs, hedges, and annual/perennial flower plants.
- Seeds or sods and fertilizes, waters, mows, and trims lawns.
- Installs, maintains, services, and repairs sprinklers and sprinkler heads.
- Maintains playing fields and grounds; lines and drags sports areas, including track, football, and baseball fields.
- Cleans and maintains drainage areas; cleans gutters and roofs.
- Mixes and applies herbicides and pesticides to grounds, fields, and garden areas for pest infestation, and weed control.
- Operates power mowers, gang mowers, power sweeper, tractors, light trucks, sprayers, and minor repairs on tools and equipment.
- Loads and hauls top soil, fir bark, granite, and sand as well as athletic and outdoor play equipment.
- Rakes, hoes, and removes weeds; rakes and removes leaves.
- Sweeps or washes down walks and driveways, removing paper, rubbish, and other debris.
- Keeps abreast of new or changing landscaping and gardening techniques.
- Prepares work completion reports and prepares reports of hazards, incidents, and other matters.
- Performs related duties similar to the above in scope and functions, as required.

**EMPLOYEE STANDARDS:**

*KNOWLEDGE OF:*

- Gardening materials, pesticides, herbicides, tools, power and other equipment and of their care and use.
- Methods and supplies used in planting, cultivating, and caring for lawns, trees, shrubs, hedges, and annual/perennial flower plants.
- Common plant diseases and insect pests plus methods and materials used in controlling them.
- Repair and cleaning of sprinkler systems.

*ABILITY TO:*

- Control activities of subordinate staff, coordinating, monitoring, and scheduling tasks.
- Work effectively and safely around children.
- Understand and follow oral and written instructions.
- Communicate effectively in oral and written form.
- Skill in communicating effectively in oral and written form.
- Exercise good judgment and due caution in the performance of assigned duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Perform heavy manual labor and meet the physical requirements necessary to perform assigned duties.
- Obtain a California Class A driver's license
- Pass a Class "A" Physical

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High school graduation or equivalent.
- Two years of experience in gardening and/or landscaping.

**LICENSES OR CERTIFICATES:**

- Possession of a valid California Driver's license and a driving record which meets the requirements of the District's insurance carrier.