



## Groundskeeper

### Classified Position

Initial Date: October 22, 1997  
Board Approval: March 20, 2012  
Revision Date: March 20, 2012  
Personnel Commission: May 16, 2012  
Range: 47  
Reports to Director of Facilities via  
Grounds Foreperson

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Performs a wide variety of grounds maintenance, landscaping, and gardening work in the maintenance and beautification of District facilities. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class requires the ability to exercise caution and care in the performance of assigned duties.

### REPRESENTATIVE DUTIES:

Because of the diversity of functions and the variety of specific skills required, the duties listed below reflect the functions of all positions allocated to this class.

- Performs grounds maintenance and landscaping work as assigned
- Performs sprinkler, controller and irrigation work including programming
- Maintains playing fields and grounds
- Cleans and maintains drainage areas including but not limited to; cleaning gutters, roofs and drains
- Prepares and applies herbicides and pesticides including but not limited to; pest infestation and weed control
- Operates and performs maintenance on tools and equipment
- Performs loading and hauling including but not limited to equipment and grounds supplies
- Cleans and maintains facilities including but not limited to; sweeping, power washing and picking up debris
- Performs watering audits including but not limited to; water distribution, watering schedules and setting and adjusting irrigation
- 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
- Identify and report safety, sanitary, security and fire incidents and hazards to appropriate personnel
- Assist in assuring District buildings, facilities and systems comply with applicable laws, codes, ordinances and regulations; assure a safe environment for students and staff
- Maintain work areas, equipment and tools in a safe, clean and orderly condition
- Perform related duties as assigned

### KNOWLEDGE AND ABILITIES:

- Knowledge and ability to maintain all necessary grounds files and operate district computer system and computerized irrigation system
- Ability to develop and implement proper schedules for maintaining planted areas, including fertilizing, pest control and pruning
- Knowledge of methods and supplies used in planting, cultivating and maintaining landscaping including common plant and insect disease controls and the use of fertilizers and insecticides
- Ability to repair and clean sprinkler systems
- Ability to work effectively and safely around children and exercise good judgment and due caution in the performance of assigned duties
- Knowledge of safety principles related to grounds maintenance and equipment including safe use and storage of all chemicals, fertilizers, and insecticides
- Knowledge of safe operation and usage of tools, equipment, appropriate facility safety, and other codes as they pertain to the grounds maintenance functions of the District

- Ability to establish and maintain effective work relationships
- Ability to learn more advanced landscaping methods and practices
- Perform heavy manual labor to meet the physical requirements necessary to perform assigned duties

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- One (1) year of experience as a groundskeeper or landscaper

**LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California driver's license
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoors and outdoors; temperature-normal climate, occasional adverse weather conditions

**PHYSICAL DEMANDS:**

- Moderate to high stress level, moderate to strenuous physical effort for extended periods of time including lifting up to 60 pounds, standing, sitting and/or walking for extended periods, reaching overhead, above the shoulders and horizontally, bending at the waist, kneeling, crouching, pushing, pulling twisting, turning, climbing ladders, working from heights.
- Dexterity of hand and fingers to operate tools and equipment; seeing to perform duties, hearing, speaking, and reading to exchange information
- Working with and around equipment with moving parts

**HAZARDS:**

- Chemical exposure-herbicides, pesticides, gasoline, oil, solvents
- Occasional exposure to dust, fumes, gases, odors, blood borne pathogens and feces
- Exposure to noise and vibrations

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.