

**Definition:**

Under immediate direction of the Maintenance/Grounds-person Lead and supervision of the Director of Facilities and Supervisor of Operations, performs routine and skilled grounds maintenance, gardening work, and semi-skilled building maintenance work in all areas of the school system.

**Distinguishing Characteristics:**

This classification is distinguished from others in the Maintenance series in that the incumbent performs a variety of tasks and performs specialized assignments in skilled gardening work, semi-skilled building maintenance work, and heavy maintenance on grounds equipment. This position is a Tuesday-Saturday work schedule.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plants, propagates, and cares for trees, shrubs, flowers, ground cover and lawn areas.
2. Mows lawns, trims, sweeps walks, collects trash and debris as needed.
3. Prepares sprays and pesticides and sets traps for pests.
4. Barricades grounds areas as required.
5. Drags, lines, fills, and repairs athletic fields.
6. Clears debris and hauls trash.
7. Builds and repairs fences.
8. Installs, repairs and designs sprinkler systems.
9. Construction and repair of concrete and asphalt paved areas.
10. Maintains playground equipment.
11. Assists in making major/minor repairs to power mowers, trucks, tractors, chain saws, sprayers, edgers, trimmers, and hand tools.
12. Assists in properly disposing hazardous waste materials.
13. Aerate and fertilize turf areas.
14. May perform minor equipment maintenance and repair.
15. Transfer furniture, equipment, and materials as needed.
16. Performs semi-skilled building maintenance work – painting, glazing, HVAC filter replacement, etc.
17. Performs other related duties as assigned.

**Minimum Knowledge, Skill and Ability:****Knowledge of:**

- Basic methods and tools used in skilled gardening and groundskeeping work.
- Ordering of parts and material related to job assignments

**Skill and Ability to:**

- Use a wide variety of hand and power tools involved in gardening and groundskeeping work.
- Work from sketches, drawings, and blueprints.
- Follow oral and written instructions.
- Use pesticides spray equipment, lawn mowers, edgers, trimmers, and chain saws.
- Work harmoniously with fellow workers, school personnel, and students.
- Perform heavy manual labor and lift heavy loads properly and safely.

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and at least two years of experience as a Grounds person, Custodian, or Building Maintenance worker in a public school setting.

**License and Certificate**

Possession of a valid California driver's license and be insurable.

**Physical Requirements and Working Conditions:**

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 75 pounds and may occasionally weigh up to 100 pounds with appropriate lifting techniques required.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, and shoes.
- May be required to work with enclosed spaces or at heights above ground level.
- May be required to work around foul odors.
- May be required to work around loud noise.
- May be required to take and pass a physical examination.

<b>Physical Requirements Information</b>				
Activity	Never	Occasionally Up to 3 hrs.	Frequently 3 – 6 hours	Constantly Over 6 hours
Sitting		X		
Standing		X		
Running	X			
Walking			X	
Crawling		X		
Kneeling		X		
Climbing		X		
Squatting		X		
Bending (neck)		X		
Bending ( waist)		X		
Twisting (neck)		X		
Twisting (waist)		X		
Reaching(above shoulder)		X		
Reaching (below Shoulder)		X		

Pushing & Pulling		X		
Fine Manipulation		X		
Power Grasping		X		
Simple Grasping			X	
Repetitive use of hands			X	
Keyboard Use			X	
Mouse Use			X	
Lifting/Carrying				
0 – 10 lbs.		X		
11 – 25 lbs.		X		
26 – 50 lbs.		X		
51 – 75 lbs.		X		
76 – 100 lbs.		X		
100 + lbs.		X		
Walking on uneven ground		X		
Driving				X
Working with heavy equipment				X
Exposure to excessive noise		X		
Exposure to extreme temperatures			X	
Exposure to dust, gas, fumes, or chemicals		X		
Working at heights		X		
Repetitive movement		X		
Use of special visual or auditory PPE		X		
Working with bio-hazards (e.g., blood-borne pathogens, sewage, etc.)		X		

	<b>Mental and Psychological Demands</b>	<b>Frequency</b>	
	<b>Basic Work Abilities:</b>	<b>Essential</b>	<b>Non-Essen</b>
1	Follow verbal and written instructions	F	N/A
2	Maintain the established work pace	F	N/A
3	Adhere to established work and safety procedures	C	N/A
4	Respond appropriately to direction, evaluation, or criticism	C	N/A
5	Respond appropriately to changes in the work setting	C	N/A
	<b>Attention to Task/Details:</b>		
6	Perform simple/repetitive tasks	F	N/A
7	Perform complex/varied tasks	F	N/A
8	Organize tasks and set priorities	F	N/A
9	Manage multiple tasks simultaneously	F	N/A

	<b>Interaction with Others:</b>		
10	Work cooperatively with coworkers	C	N/A
11	Interact with customers or the public	C	N/A
	<b>Decision Making:</b>		
12	Use basic problem-solving techniques	F	N/A
13	Work autonomously, or with minimal supervision	F	N/A
14	Make independent decisions based on data/circumstances	F	N/A