

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: LEAD GROUNDSKEEPER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform skilled and semi-skilled tasks and operations involved in the maintenance, repair, alteration and/or basic construction of District buildings, equipment and facilities. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures and may coordinate and direct the work of others in the accomplishment of specific projects as assigned. This job class requires a high degree of technical knowledge and skill in the gardening trade. Job incumbents exercise independent judgment in the selection of work methods and procedures used in completing job assignments.

SUPERVISOR: Assistant to Director of Maintenance and Operations

TYPICAL DUTIES:

Assigns and supervises the following types of activity

- \* Cleaning and upkeep of grounds and related areas
- \* Design and application of landscaping plans
- \* Coordination of work with assistant director of construction, maintenance, and operations.

Establishes and supervises a preventive maintenance program

Estimates and initiates action for supplies and materials and equipment used by the grounds department, and provides adequate inventory control and records.

Aids in the preparation of all necessary plans and specifications required when gardening is to be performed by other than district personnel

Examines, tests, and evaluates present materials used in operations

Examines, tests, and evaluates new materials

Interprets plans and specifications

Applies knowledge of current landscaping costs to negotiate costs of changes and to estimate costs on bids.

Operate all grounds maintenance equipment

Operates hand and power tools and equipment including power mowers, edgers, trimmers, blowers, and other grounds maintenance equipment/tools

Mixes and applies pesticides and herbicides to grounds and garden areas for pest/weed control purposes

Installs, maintains, repairs, and troubleshoots, sprinklers and sprinkler systems including sprinkler heads, lines, valves, and controllers

Picks up/delivers supplies and equipment as assigned

### EMPLOYMENT STANDARDS

Knowledge of groundskeeping and gardening methods and practices

Knowledge of the safe use and application of pesticides and herbicides for pest/weed control purposes

Ability to direct and coordinate the work of a gardening/groundskeeping crew at the site

Ability to perform maintenance and repair work on a variety of groundskeeping equipment

Ability to understand and follow both oral and written instructions

Possession of a valid and appropriate California Driver's License

Knowledge of the methods, procedures, equipment, and tools of the gardening trades as it relates to assigned area(s) of expertise (e.g. carpentry, electrical, plumbing, painting, etc.)

Knowledge of the safety rules and regulations applied to the gardening trade

Ability to read and interpret blueprints, sketches, and diagrams

Ability to assist in the preparation of accurate time/material estimates for assigned projects

Ability to maintain accurate work logs and records

Ability to understand and carry out a variety of complex instructions in an independent manner

Ability to safely use and operate a variety of hand tools, power tools, and other equipment used for building maintenance purposes

Ability to quickly and effectively diagnose maintenance and repair problems and take appropriate action to resolve same

Ability to communicate effectively in both oral and written forms

Ability to perform mathematical calculations using addition, subtraction, multiplication, and division

Ability to meet the physical requirements necessary to safely and effectively perform the required duties

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties