

**Job Title:      GROUNDSPERSON LEAD**

**Definition:**

Under the general supervision of the Director of Facilities and Director of Purchasing, Operations and Grounds, this position is a working lead position which requires the incumbent to plan and coordinate grounds and landscaping operations as directed and participate as a member of grounds crews as necessary. Also performs other related duties including assisting in the operational placement and “bringing on-line” of temporary facilities delivered to school sites.

**Distinguishing Characteristics:**

Coordinates the directions of the Facilities management staff following the chain of command and provides lead direction to other grounds personnel.

**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. Coordinates grounds work crews to carry out instructions from management including assigning daily schedules.
2. Recommends specific purchases of materials, supplies, and equipment that promote the efficiency of the grounds operation.
3. Provides input regarding evaluation criteria for all grounds positions.
4. Inspects each job after completion to establish quality of workmanship.
5. Recommends training and in service for grounds personnel.
6. Assists as needed in the performance of duties of the grounds crews or any other duty assigned by management.
  - a) Plants, propagates, and cares for trees, shrubs, flowers and ground cover.
  - b) Mows lawns, trims and sweeps walks.
  - c) Prepares sprays and insecticides, and sets traps for pests.
  - d) Barricades newly planted areas.
  - e) Drags, lines, fills and repairs athletic fields.
  - f) Clears debris and hauls trash.
  - g) Builds and repairs fences.
  - h) Installs and repairs sprinkler systems.
  - i) Assists in the construction and repair of concrete and asphalt paved areas.
  - j) Maintains and moves playground equipment.
  - k) Assists in making repairs to power mowers, trucks, tractors, chain saws, sprayers, edgers, trimmers, and hand tools.
  - l) Transfers furniture as needed.
  - m) Prepares sites for temporary facilities.
  - n) Designs irrigation systems.
7. Performs other related duties as assigned.

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**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Operation and maintenance of all types of grounds equipment.
- Plants, shrubs, flowers and ground covers.
- Irrigation, sprinkler and plumbing systems.
- Principals of supervision.

**Skill and Ability to:**

- Coordinate and motivate each crew member to achieve at peak performance.
- Communicate effectively with staff.
- Plan landscaping and supervise the planting and care of all plants, trees, shrubs and lawns.
- Use appropriate types of fertilizers and pest control materials in proper proportions and sequence.
- Plan, install and repair sprinkler and plumbing systems.
- Operate and make repairs on power movers and other power equipment.
- Install and repair fencing and perform welding jobs as required.
- Read and interpret blueprints and other job specifications.
- Work harmoniously with School District personnel and the public.
- Understand how temporary buildings are placed on school sites.
- Maintain professional confidentiality.

**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 with additional courses in landscaping or maintenance of grounds and at least four years of grounds experience preferably in a school system.

**License and Certificates:**

Possession of a valid California driver's license

**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 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.

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- May be required to wear protective apparel including goggles, face protectors, aprons, and shoes.
- May be required to work within 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.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 37

<b>PHYSICAL REQUIREMENTS INFORMATION</b>				
Activity	Never	Occasionally Up to 3 hours	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		

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Exposure to extreme temperatures			X	
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Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours
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		

Mental and Psychological Demands		Frequency	
Basic Work Abilities:		Essential	Non-Essen
1	Follow verbal and written instructions	C	n/a
2	Maintain the established work pace	C	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
Attention to Task/Details:			
6	Perform simple/repetitive tasks	C	n/a
7	Perform complex/varied tasks	C	n/a
8	Organize tasks and set priorities	C	n/a
9	Manage multiple tasks simultaneously	C	n/a
Interaction with Others:			
10	Work cooperatively with coworkers	C	n/a
11	Interact with customers or the public	C	n/a
Decision Making:			
12	Use basic problem-solving techniques	C	n/a
13	Work autonomously, or with minimal supervision	C	n/a
14	Make independent decisions based on data/circumstances	C	n/a

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)