



For the future of every student

CLASS TITLE: LEAD GROUNDS MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Operations Manager, lead and oversee grounds maintenance and gardening activities involved in the beautification of District-wide grounds and landscaped areas; receive, assess, prioritize and coordinate response to grounds maintenance work orders; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and oversee grounds maintenance and gardening activities involved in the beautification of District-wide grounds and landscaped areas; coordinate activities to assure grounds and related areas are maintained in a safe and clean condition for students, staff and the public.

Coordinate grounds maintenance activities to meet District-wide needs; plan, develop and implement landscaping and grounds maintenance projects; inspect completed work at District school sites and locations to assure accuracy and completeness.

Receive, assess, prioritize and coordinate response to grounds maintenance work orders; assign work orders to appropriate grounds maintenance personnel; oversee and participate in inspecting District grounds and landscaped areas to determine grounds maintenance and safety needs.

Train and provide work direction and guidance to assigned personnel; arrange employee schedules and assign daily duties to grounds maintenance personnel; review work to assure compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Assist the Operations Manager with managing the District's day-to-day grounds maintenance operations and activities; assist in establishing and maintaining grounds maintenance time lines and priorities; assist in assuring District grounds comply with established laws, codes and regulations.

Oversee the mowing, edging, trimming and watering of lawns, fields and other turf grounds; assure proper preparation and fertilization of soil; coordinate and oversee the planting, cultivation, pruning, fertilization and irrigation of flowers, trees, grass and shrubs.

Estimate labor, material and equipment needed for grounds maintenance projects; monitor inventory levels of grounds maintenance materials and equipment; order, receive and maintain adequate inventory levels of materials and equipment; distribute custodial supplies as needed.

Identify and report safety issues and hazards to appropriate personnel; assure proper and timely resolution of safety hazards; coordinate response to emergency grounds maintenance needs as necessary.

Oversee general grounds cleanup functions including the raking of leaves, sweeping of litter from walks and driveways, emptying of waste receptacles and picking up of paper, trash and debris.

Serve as a liaison and coordinate communications between grounds maintenance staff, administrators

and school sites; confer with staff and administrators regarding grounds maintenance, gardening and landscaping needs, problems and projects; resolve issues and conflicts as needed.

Oversee and provide training to staff concerning the operation of a variety of equipment such as mowers, edgers, backhoes, tractors, blowers, sprayers, trimmers, chainsaws, trenchers, chippers and line markers; drive a vehicle to conduct work.

Develop and maintain irrigation schedules; oversee the operation and maintenance of irrigation systems; coordinate the installation, repair and maintenance of irrigation systems and related parts, components and equipment.

Oversee the application of pest control methods to eradicate weeds, insects, rodents and other pests according to established procedures as needed; inspect shrubs, trees and turf areas for pest problems; coordinate response to pest control issues.

Coordinate and oversee the preparation of athletic fields and other facilities for sporting activities and special events.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues and concerns.

Maintain various records related to personnel, projects and assigned activities.

Attend and provide input concerning applicant interviews.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment, tools, supplies and materials used in gardening and grounds maintenance.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Methods and materials used in controlling pests and weeds.

Practices, procedures and techniques involved in the development and implementation of landscaping and gardening projects and the maintenance and repair of irrigation systems.

Operation and maintenance of hand and power tools and equipment used in ground maintenance.

Oral and written communication skills.

Inventory methods, practices and procedures.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Record-keeping techniques.

Health and safety regulations.

ABILITY TO:

Lead and oversee grounds maintenance and gardening activities involved in the beautification of District-wide grounds and landscaped areas.

Develop, implement and inspect landscaping and gardening projects.

Receive, assess, prioritize and coordinate response to grounds maintenance work orders.

Train and provide work direction and guidance to assigned personnel

Oversee the mowing, edging, trimming and watering of lawns, fields and other turf grounds.

Inspect grounds areas to determine grounds maintenance, gardening and landscaping needs.
Estimate labor, material and equipment requirements for projects and activities.
Lead the planting, cultivation, pruning, fertilizing and irrigation of flowers, trees, grass and shrubs.
Assure athletic fields and grounds areas are maintained in a clean, orderly and safe condition.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Maintain a variety of records related to assigned activities.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and three years increasingly responsible grounds maintenance and landscaping experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.
Sitting or standing for extended periods of time.
Seeing to inspect grounds and work and read a variety of materials.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Walking during inspections.

HAZARDS:

Exposure to chemicals used in pest control and weed abatement.
Working around and with machinery having moving parts.