



For the future of every student

## **CLASS TITLE: GROUNDS MAINTENANCE WORKER I**

### **BASIC FUNCTION:**

Under the direction of the Operations Manager, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

### **DISTINGUISHING CHARACTERISTICS:**

The Grounds Maintenance Worker I classification is the entry-level classification in the series. Incumbents perform general grounds maintenance tasks and assist in major maintenance projects as assigned. The Grounds Maintenance Worker II is the advanced-level classification in the series and performs the more complex grounds maintenance duties including irrigation and grounds construction work. Incumbents assume lead responsibility over designated work projects.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; maintain grounds areas in a clean, orderly and safe condition.

Plant, cultivate, trim, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks, asphalt, driveways and other assigned areas; remove leaves, dirt and grass clippings; empty waste receptacles.

Perform general grounds cleanup, including picking up and removing paper, trash and debris from grounds areas, parking lots, playgrounds, athletic fields and other assigned areas; clear storm drains as needed.

Operate a variety of power-driven equipment such as mowers, tractors, blowers, chainsaws, edgers, trimmers, sprayers, skip loaders, weed whips and other equipment used in grounds work; utilize standard gardening and maintenance hand tools; drive a vehicle to conduct work.

Assist with major maintenance projects as assigned; adjust and make minor repairs to sprinkler systems as required.

Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as cleaning parts, lubricating and changing oil.

Apply pest control methods to eradicate weeds, insects, rodents and other pests according to established procedures as assigned.

Inspect school grounds, play equipment and other assigned areas; identify, resolve and report safety issues and hazards to appropriate personnel; respond to emergency grounds maintenance needs as requested; identify and report vandalism and maintenance and repair needs.

Move and arrange furniture, equipment and supplies as required; haul and transport supplies, materials and equipment for assigned projects and activities; raise and lower flags as assigned.

Prepare and lay out fields for athletic activities and special events; mark and line athletic fields as assigned.

Cut down and remove trees as assigned.

Maintain routine records related to assigned activities as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and grounds maintenance work.

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

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

Basic methods and materials used in controlling weeds and other pests.

Basic record-keeping techniques.

Health and safety regulations.

**ABILITY TO:**

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Apply specialized chemicals to control and eradicate weeds and other pests as assigned.

Operate and maintain hand and power tools and other equipment used in grounds maintenance.

Maintain routine records related to work performed.

Understand and follow oral and written instructions.

Observe health and safety regulations.

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.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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 grounds maintenance equipment.

Walking or standing for extended periods of time.

Seeing to perform gardening and grounds work.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders and working from heights.  
Heavy physical labor.

**HAZARDS:**

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

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*Approved by Personnel Commission: 09/19/2007*