

JOB DESCRIPTION
Grossmont Union High School District

GARDENER

Purpose Statement:

The job of Gardener is done for the purpose/s of maintaining attractive grounds area/s; protecting against erosion; maintaining grounds for assemblies and/or recreational activities (e.g. track, football, graduation, etc.); and ensuring assignments are completed in a safe, proper and timely manner. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Executive Director School Construction & Building Services

Essential Functions

- Applies herbicides for the purpose of controlling weeds in accordance with established procedures.
- Cleans landscaped areas and related items (e.g. storm drains, canals/creeks, etc.) for the purpose of preventing flooding, and removing hazards debris.
- Evaluates landscaped areas, equipment, sprinkler systems and grounds (e.g. fields, parking areas, drainage areas, etc.) for the purpose of identifying repairs and/or replacement needs, maintaining schedules and preventing erosion.
- Follows assigned mowing schedule for the purpose of minimizing classroom disruption.
- Maintains District vehicles (e.g. checking fluid levels, tire pressure, etc.) for the purpose of ensuring availability of vehicles in proper working condition.
- Maintains grounds (e.g. ball fields, courtyards, lawns, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for competitive athletics, outdoor assemblies, and/or recreational activities.
- Maintains landscaping equipment (e.g. mowers, chain saws, blowers, rototillers, aerators, thatchers, edgers, trenchers, etc.) for the purpose of ensuring equipment is in a safe operating condition.
- Maintains lawn and turf areas (e.g. edges, vacuuming, removing debris, etc.) for the purpose of preserving and presenting grounds in a healthy and attractive condition.
- Maintains supplies, equipment and tools (e.g. services, cleaning, adjusting, minor repairs, etc.) for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
- Performs preventative maintenance on roof gutters and drains for the purpose of ensuring ongoing preventative maintenance programs.
- Plants various landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the areas attractive and for protecting against erosion.
- Prepares grounds and athletic fields (e.g. mowing, planting, applying non-controlled herbicides, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, athletic events and/or recreational activities.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Responds to grounds maintenance emergencies (e.g. clogged storm drains, removing fallen trees, placing sand bags, etc.) for the purpose of determining and/or implementing appropriate actions required to resolve situations.
- Transports grounds maintenance equipment, supplies, etc. for the purpose of ensuring the availability of required items and other resources to efficiently complete job assignments.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment used in grounds maintenance activities.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; operation and use of grounds power equipment; and methods and materials used in grounds maintenance activities.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Continuing Educ. / Training

- Lockdown Procedures
- Disinfecting Procedures
- Chemicals
- Pesticides/Herbicides
- Fire Extinguisher
- Bomb Procedures

Certificates & Licenses

Valid Class A Driver's License

Clearances

- Criminal Justice Fingerprint/Background Clearance
- TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit I 43