

JOB DESCRIPTION
Grossmont Union High School District

GROUNDSKEEPER

Purpose Statement:

The job of Groundskeeper is done for the purpose/s of maintaining attractive grounds area/s and athletic fields; ensuring the availability of required equipment; protecting against erosion; maintaining grounds for assemblies, recreational activities and/or athletic events; and ensuring assignments are completed in a safe, proper and timely manner. Incumbents in this classification provide students, staff and the public with information through the performance a wide variety of clerical services 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 for the purpose of preventing flooding and removing hazards.
- Coordinates with site administrators for the purpose of adjusting irrigation schedules and field preparation.
- Maintains District vehicles (e.g. checking fluid levels, tire pressure, etc.) for the purpose of ensuring availability of vehicles in proper working condition.
- Maintains groundskeeping equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains landscaping, athletic fields and outdoor areas (e.g. lawns, trim hedges, cleaning cement, spraying herbicide, raking leaves, removing graffiti, cleaning tables, clearing drains, washing down buildings/awnings, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Maintains supplies, equipment and tools (e.g. servicing, cleaning, adjusting, minor repairs, etc.) for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
- Performs preventive maintenance on roof gutters and drains for the purpose of ensuring ongoing preventative maintenance programs.
- Prepares grounds and athletic fields (e.g. drag/layout/line fields, repairing rodent damage, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Replaces irrigation components (e.g. broken lines, sprinkler heads, etc.) for the purpose of providing a functional and safe environment.
- 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 various items (e.g. groundskeeping equipment, supplies, fertilizer, etc.) for the purpose of providing materials at job site as required to complete tasks.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Prepares facilities for opening (e.g. unlocks gate, etc.) for the purpose of ensuring facilities are ready for staff and students.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including operating heavy equipment, mowers, hand & power tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: method of preparing and maintaining various plants, shrubs, lawns, etc.; method of laying out and lining athletic fields; using herbicides and cleaning products and paints; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a wide 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 following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

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; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-placement Medical Exam

Continuing Educ. / Training

- Lockdown Procedures
- Disinfecting Procedures
- Chemicals
- Pesticides/Herbicides
- Fire Extinguisher
- Bomb Procedures
- Blood Borne Pathogen Training

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Clearances

- Criminal Justice Fingerprint/Background Clearance
- TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit III 25