

UNION SCHOOL DISTRICT

CLASS TITLE: GROUNDS MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Maintenance and Operations Supervisor, perform a variety of grounds maintenance and gardening duties in the beautification and safety of assigned grounds and landscaped areas. Additionally, may perform a variety of duties related to the shipping, receiving, storing and issuing of goods including supplies, equipment, food and other materials; drive a vehicle to various locations to deliver goods; prepare and maintain related records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; maintain grounds and other assigned areas to assure a safe, clean and attractive environment for students, staff and the public.

Provide basic maintenance and care for a variety of equipment such as rider mowers, edgers, blowers, sprayers, trucks, trimmers, chainsaws, shears, trenchers and grinders; utilize standard gardening hand tools; drive a vehicle to conduct work; report needed repairs to supervisor.

Operate various heavy equipment such as rider mowers, tractor, back hoe, forklift and other hand-held grounds equipment to mow, edge, trim, and water lawns, fields and other turf grounds; edge walkways; hoe and pull weeds and rake leaves; sweep/blow litter from walks, driveways and other assigned areas. May be required to haul any of these pieces of equipment from site to site.

Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass, hedges and shrubs; stake trees as needed; aerate turfs.

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

Apply pest control methods to eradicate weeds and other pests according to established procedures as assigned; post public notification of pesticides/herbicides applications within established notification time.

Identify and report immediate and potential safety issues and hazards to appropriate personnel; respond to emergency grounds maintenance needs as requested.

Load, unload, haul and transport supplies, debris, materials and equipment as required; spread and distribute sand, dirt, playground fiber and various other materials as assigned.

Perform various grounds maintenance projects in response to work orders.

Clear storm drains and gutters as needed; remove trees and large debris as required.

Maintain routine records related to assigned activities.

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including

supplies, equipment, testing materials and food; assure supplies, equipment, testing materials and food are delivered in a timely manner.

Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; receive, file and submit receipts for delivered goods; and review shipments for accuracy.

Drive a vehicle to various locations to deliver goods; plan and schedule routine and special deliveries; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle.

Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems.

Shelve and store items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged.

Fill and process requisitions; pull, pack and ship items or supplies to various locations according to established procedures; monitor stock levels; review and verify accuracy of orders; assist in ordering equipment and supplies as necessary.

Operate a variety of warehouse equipment including forklifts, pallet jacks and dollies; operate a variety of office equipment including a calculator, copier, computer and assigned software.

Receive and distribute donated materials, instructional materials, textbooks, in-service training program and other instructional materials.

Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies and inventory.

Maintain warehouse in a clean, orderly and safe condition.

Plan and meet schedules for pick-up of obsolete equipment, books, furniture, donated items and other materials.

May be called upon to perform overtime in case of emergencies.

Attend all required trainings for the position.

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 grounds maintenance;
Basic methods and materials used in controlling weeds and other pests;
Basic methods, practices and terminology used in warehouse operations;
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents;

Proper loading and unloading of trucks;
Shipping and receiving procedures;
Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment;
Proper methods of storing equipment, materials and supplies;
Operation of a computer and assigned software;
Basic record-keeping and report preparation techniques;
Health and safety regulations; and
Material Safety Data Sheet (MSDS) (training provided if necessary).

ABILITY TO:

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas;
Mow, edge, 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;
Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods;
Drive a vehicle to various locations along assigned routes to deliver goods;
Operate a forklift and other warehouse equipment;
Utilize space efficiently and effectively;
Maintain routine records related to work performed;
Understand and follow oral and written instructions;
Observe health and safety regulations;
Model appropriate behavior around and interact appropriately with preschool and school age children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above. A good work history demonstrating reliability and the ability to work independently.

LICENSES AND OTHER REQUIREMENTS:

Valid California Motor Vehicle Operator's License may be required
Copy of DMV Report – to evidence satisfactory driving record
First Aide and/or CPR (may be required; training will be provided)
Valid Forklift certification (training provided)
Pre-employment Physical

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment
Seasonal heat and cold, humidity and rain, or adverse weather conditions
Regular exposure to fumes, dust, dirt, oil/grease, odors, noise and gases
Driving a vehicle (e.g. truck, mower, tractor) to conduct work
Exposure to bodily fluids
Wear appropriate safety equipment such as gloves, masks, closed toe shoes, safety glasses and ear protection

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and instructions;

Visual acuity to color (reading wiring diagrams etc.);
Ability to conduct verbal conversation;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Climb slopes, stairs, steps and ladders;
Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
Lift up to 50 or more pounds frequently;
Carry up to 50 or more pounds frequently;
May sustain heavy physical effort for 8 hours;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces, with a variety of chemical agents without allergic reaction; and
Demonstrate manual dexterity necessary to perform fine motor skills during custodial maintenance procedures and operate both manual and power hand tools, operate a variety of powered equipment and tools commonly associated with janitorial, custodial and minor building maintenance services.

HAZARDS:

Exposure to chemicals used in pest control and weed abatement
Working around and with machinery having moving parts
Climbing ladders and working from heights
Flying debris
Exposure to blood borne pathogens
Exposure to bodily fluids
Noise

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.