

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Groundskeeper

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform general and varied gardening work including unskilled and semi-skilled grounds maintenance and repair work.

SUPERVISOR: Director of Maintenance/Operations/Transportation

TYPICAL DUTIES:

1. Plants, cultivates, prunes, and waters trees, hedges, shrubs, and flowers to maintain attractiveness and health.
2. Prepares and treats soil for planting and weed control.
3. Maintains lawns and turf re-seeding, edging, and weeding as necessary.
4. Rakes leaves and hoes weeds.
5. Mixes and applies insecticides, fungicides and herbicides, sets bait and traps to maintain assigned areas free from pest and plant diseases.
6. Checks safety hazards in planted and playground areas of each District facility.
7. Installs, repairs, maintains and adjusts sprinklers and sprinkler systems.
8. Cleans and maintains drains and flow lines free from debris.
9. Assists in laying out and marking athletic and recreation fields.
10. Prepares grounds, ball fields, courtyards, flower beds to provide adequate, attractive and safe areas for assemblies and/or recreational activity.
11. Transports a variety of equipment to provide materials and supplies at job site as required to complete tasks.
12. Mows lawn areas with power mower and edges around walks and shrub areas.
13. Weeds and cleans around shrub areas and trees.
14. Uses hand tools to work soil and to remove weeds, undergrowth, and debris from school grounds and landscaped areas.
15. Cleans out water drainage in yards and cleans gutters on buildings.
16. Builds wooden frames around trees, lawns and shrubs.
17. Operates and performs minor service and repair to a variety of related hand and power tools including mowers, sweepers, edgers, sprayers.
18. Maintains groundskeeping equipment and supplies to ensure availability in safe operating condition.
19. Monitors and responds to District radio communication network.
20. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- basic methods, tools, and equipment used in grounds maintenance;
- proper groundskeeping and gardening methods and practices including the fundamentals of and general plant care;
- procedures of groundskeeping and gardening materials, use, care, and safety;
- fundamental grounds requirements for all District outdoor athletic events;
- water systems management and techniques;

- standards for safe use of fertilizers, herbicides, and fungicides;
- groundskeeping and gardening methods and practices;
- safe use and application of pesticides and herbicides for pest/weed control purposes;
- safe use and operation of a variety of tools and equipment used in gardening, repair and grounds maintenance work.

Ability to:

- Read and write at a level sufficient to perform required duties;
- Understand and carry out oral and written instructions independently;
- Perform general groundskeeping and gardening work;
- Operate a variety of tools, machines, and equipment including various types of mowers, trucks, edger, tractor, hedger and chain saw in a safe and effective manner;
- Safely use and operate a variety of hand tools, power tools, and equipment;
- Drive pickup truck;
- Read and interpret landscaping plans;
- Perform basic mathematical calculations;
- Estimate the scope of work assignments and secure necessary tools and materials to complete each assignment;
- Calculate fertilizer and chemical applications safely and effectively;
- Communicate effectively in both oral and written form;
- Meet the physical requirements for performance of assigned duties;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Receive and apply training standards in the above areas provided by the District.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Prior job related experience.
- Valid driver's license and evidence of insurability.
- TB Test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in-person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient mobility to move about the District and drive a vehicle.
5. Sufficient strength to lift 50 lbs. or carry object weighing over 25 lbs.
6. Sufficient abilities to push/pull, stoop, and reach/handle.
7. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.