

GROUNDS PERSON

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Director of Custodians and Grounds, performs basic maintenance tasks in the care of landscaped areas and to do other related work as required.

ESSENTIAL FUNCTIONS:

- Cultivates, waters and trims lawns, trees and shrubs
- Rakes leaves
- May operate a power lawn mower and riding lawn mower
- Sprays flowers and shrubs
- Spreads fertilizer where needed
- Spreads poison for weeds and insect pests
- Transplants flowers and shrubs
- Uses hand tools to work soil
- Installs and repairs fences, playground equipment and other grounds equipment
- Digs holes and pours concrete
- Works with simple hand tools
- Replaces pipe and sprinkler heads as needed to maintain a sprinkler system
- Turns water on and off according to a schedule
- Maintains tools and equipment
- Sweeps walks and picks up papers
- Works with maintenance crew during inclement weather
- Works at a school site as a Custodian, as needed

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Operate basic tools used in grounds work
- Possession of a valid and appropriate California State Driver's License
- Work independently

KNOWLEDGE OF:

- Hand tools used in grounds keeping and gardening work
- Procedures used in the maintenance of grounds
- Basic maintenance tasks

SKILL TO:

- Quickly learn schedules and procedures
- Read and write at a sufficient level to successfully perform the required duties
- Understand and follow both oral and written instructions
- Establish and maintain effective working relationships with those contacted in the performance of required duties

PHYSICAL FUNCTIONS:

Ability to:

- Safely climb ladders up to ten (10) feet in height

- Stand for extended periods of time
- Bend, twist, kneel and stoop
- Lift and carry seventy-five (75) pounds
- Reach in all directions
- See for the purpose of reading rules, policies and other printed materials
- Hear and understand speech at normal levels
- Communicate clearly and understandably in normal conversation

EXPERIENCE:

- High School diploma or equivalent
- No grounds work experience required

WORK YEAR:

The work year is two hundred sixty (260) days, less paid holidays and earned vacations

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: February 12, 2013
Board adopted: September 14, 1999*