



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepare students for lifelong success!

Lead Groundskeeper

JOB SUMMARY:

Under general direction of the Director Maintenance, Operations, and Facilities or designee, performs complex and responsible grounds maintenance; exercises independent judgment in the selection of work methods and procedures used in general ground maintenance projects; performs pest control duties such as the application, inventory, safety and maintaining compliance records of the Districts' Integrated Pest Management Program.

CLASS CHARACTERISTICS:

The Lead Groundskeeper is the most senior non-management level position in the grounds series. This position works in a lead role, performing skilled grounds keeping projects utilizing landscape and horticulture designs sufficient to layout, contour, and construct special areas and fields. Follows planned landscaping designs to determine where to lay sod, sow grass, or plant flowers and foliage. The incumbent in this class is responsible for performing skilled pest control duties utilizing Integrated Pest Management (IPM) approach. Works independently in concert with the requirements and general procedures established by the Director, Maintenance, Operations, and Facilities or Designee.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Train, provide leadership, and work direction to assigned grounds substitutes and staff;
- Serve as the District's school designee and IPM Coordinator complying to the requirements of the Healthy Schools Act (HSA);
- Assist the Maintenance and Operations Supervisor in reviewing the landscape and grounds condition of the District's school sites and other properties;
- Confer and coordinate with site administrators regarding scheduling of grounds work and pesticide management;
- Prepare and treat soil for planting, remove tree stumps, limbs, clippings and other debris;
- Design and construct landscape areas, create cost estimates and labor plans for such projects;
- Perform and assist in playground and playing field work which includes but is not limited to fencing, play equipment and sandboxes;
- Order and receive parts, supplies and equipment;
- Operate, service and maintain a variety of grounds maintenance equipment, tools and machinery including mower, backhoe, sprayer, trencher, power sprayer, edger, saws, power sweepers, and lawn mowers;
- Operate small and medium size district trucks including dump truck and small tractor;

- Inspect school sites and other District property for evidence of infestation of noxious animals and insects;
- Determine most efficient, effective, and safest application of pesticides;
- Spray and/or provide instruction to other employees on spraying requirements/techniques;
- Perform and oversee the spraying of insecticides, herbicides and other types of sprays on athletic fields, fences, trees, hedges, garden areas and other locations as directed;
- Maintain and submit as required federal, state, and district mandated reports regarding pesticide use and department work orders.

Other Related Duties:

- Participate in the work of grounds employees including but not limited to: mowing, edging, trimming lawns, fields, around walks, flower beds, walls, fences and related grounds areas;
- Review work orders, keep records and submit reports as required.

SUPERVISION:

General supervision is received from the Director of Maintenance, Operations, and Facilities or designee. Daily supervision is received from the Maintenance and Operations Supervisor. Provides daily leadership and/or guidance and direction to assigned Grounds staff. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices in the safe application of chemicals including but not limited to: pesticides, insecticides, rodenticides, growth regulators, herbicides, and fertilizers;
- Federal and state laws pertaining to landscaping, grounds maintenance, gardening, and chemical programs and regulations, including the California Healthy School Acts (HSA) and its provisions;
- Safe, efficient, and effective operation of hand and power tools used in gardening and grounds keeping;
- Appropriate methods, equipment, materials, used in gardening and grounds keeping work;
- Gardening and grounds maintenance procedures including mowing, edging, raking, planting, and weeding;
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs
- Sprinkler system design, installation, maintenance and repair;
- Knowledge of pest control prevention and eradication techniques;
- Judiciously spray, test, and bait pests to control their infestation;
- Basic principles of leadership, training, and providing direction to others;
- Basic computer and software including Microsoft E-mail internet computer applications, and maintenance job tracking applications.
- Mathematics used in calculating areas, flow rates, irrigation requirements, and other grounds specific calculations;
- Standard record keeping and filing system procedures.

Ability to:

- Lead and provide direction/training on methods and procedures to grounds staff;
- Independently work safely and efficiently while meeting schedule and time lines;
- Perform heavy manual labor in outdoor weather conditions such as general landscaping, gardening and grounds keeping activities (i.e. mowing, edging, weeding, raking, planting, pruning, spraying, watering and cleaning up);
- Safely and efficiently operate a variety of grounds maintenance tools and motor vehicle equipment including walk-behind mowers, edgers, blowers, vacuums, and standard gardening tools;
- Repair and maintain gardening tools and equipment;
- Read, understand, work from and explain to others information contained in technical manuals and publications;
- Operate a personal computer, email, internet computer applications, and applicable Maintenance related software
- Understand and carry out oral and written instructions;
- Develop, maintain, keep a variety of work and work schedule records;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:**Education:**

- High school diploma or equivalent;
- Post-secondary education in ornamental horticulture, landscape design is preferable.

Experience:

- Two (2) years of successful work experience performing a wide variety of grounds keeping and gardening work preferably in a school environment.
- At least one (1) year of this experience should include the application of pesticides.
- Prior experience as a lead worker is desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License.
Possession of a valid California Department of Food and Agriculture Qualified Applicator's License; or procurement within 6 months from the date of hire.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in a school ground environment, primarily outdoors involving frequent exposure to outside weather conditions and temperature changes. The noise level can become very loud depending on activity (i.e., lawn mower, edger, hedge trimmer, etc.) but will remain within moderate noise level range. The role may frequently work with and mix toxic chemicals including those that are identified as toxic, poisonous, hazardous, or dangerous. The incumbent works with gases, and /or around poisonous fumes. The position is exposed to hazards including moving mechanical parts, sharp objects, scaffolds, moving vehicles, and risk of electrical shock. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the incumbent is continuously required to stand and walk for extended periods of time. The incumbent frequently talks, hears, stoops, kneels, crouches, grips, grasps, reaches above the head and forward, and uses repetitive motions of the wrists, hands, and fingers to operate specialized tools and maintain school landscapes. The incumbent will sometimes climb ladders and climb on/off riding mowers; seldom will the incumbent sit. This position involves heavy labor involving little to very heavy physical efforts; frequently exerts up to 50 pounds of force to lift and carry grounds equipment (blower, lopper, gas tanks, etc.); sometimes exerts up to 100 pounds of force to lift, carry, push, pull, and/or move objects (debris bag, mower, edger, etc.). This position requires specific visual acuity to perform activities such as driving a District vehicle, operating a computer, and operating grounds and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Proposed Salary Range 39

Bargaining Unit Schedule

Classification Grounds/Gardener Lead Worker established 7/88

Revisions effective 4/89, 2/91, 3/92, 5/95, 11/02, 6/08

Classification deactivated 7/14

Classification reactivated, title change to Lead Groundskeeper, and revisions effective 7/13/17