



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



GROUNDS MAINTENANCE WORKER

JOB SUMMARY:

Under general supervision of the Grounds Maintenance Supervisor, performs semi-skilled to skilled asphalt and concrete work; installs, repairs fencing and playground equipment; performs general grounds maintenance work which may include making or assisting with irrigation system repairs.

CLASS CHARACTERISTICS:

This is a highly skilled class, having strong skills in repair and replacement of fencing, sidewalks, and playground equipment. The incumbent is expected to work independently in laying out new and/or repairing or replacing existing grounds equipment or structures. The incumbent is also expected to be skilled in the operation of grounds construction equipment used in the preparation for and seeding of new fields and dress lawns.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Prepare areas for laying of concrete, asphalt, sealer, fencing and playground equipment, including grading, leveling, cleaning, constructing and setting forms; *E*

Mix, pour, finish concrete; lay, finish, seal, repair asphalt, apply blacktop filler as needed; *E*

Assemble, install, repair, remove, relocate fencing and playground equipment, utilizing a wide variety of hand and powered tools including cutting torches, gas and arc welding equipment; *E*

Apply herbicides and weed killers; fertilize, seed, and install field and dress lawns;

May assist the Sprinkler Mechanic in various tasks associated with the installation, maintenance, repair, replacement of sprinkler systems; may be assigned to make repairs to irrigation systems as necessary;

Regularly operate power equipment such as concrete saws and jackhammers, also operate a variety of District motor vehicles, including forklifts, skip loaders and grading equipment, and Bobcat loaders with back hoe;

Make and/or assist in the delivery of tables, chairs, desks, books and other equipment and supplies;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Supervision is received from the Grounds Maintenance Supervisor. Leadership and direction may be provided to assigned helpers. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Method and materials, tools and equipment used in grounds maintenance and asphalt repair;
- Safe and efficient methods and practices associated with pouring and repairing concrete and asphalt;
- Tools, equipment and methods of installation/repair/removal of fencing and playground equipment;
- Methods, tools, equipment, procedures for general grounds maintenance;
- Methods and procedures for gas and arc welding;
- Principles of leadership and direction;
- Appropriate health and safety procedures and precautions;
- Mathematics used in grounds calculations.

Ability to:

- Safely and efficiently install/repair/remove/relocate fencing and playground equipment;
- Perform skilled concrete and asphalt work as above-described;
- Operate a variety of power tools and equipment including: concrete saws and jackhammers, and other hand or power tools and equipment used in grounds maintenance tasks;
- Safely and efficiently operate a variety of motorized equipment and motor vehicles;
- Perform heavy manual labor in various outdoor weather and damp ground conditions;
- Understand and carry out oral or written instructions and prepare, maintain simple records;
- Effectively lead other workers;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Post-secondary training from a trade school, ROP, community college, or the military is desirable.

Experience:

- Two (2) years of prior successful work experience performing general ground maintenance including concrete and asphalt work.

LICENSES/CERTIFICATES REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING CONDITIONS, AND HAZARDS:

Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends, kneels, and reaches over head to perform work; Does heavy work, frequently lifting, carrying, pushing objects weighing 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details, and safely operate a District vehicle; works in various lighting conditions; works with a variety of powered equipment and sharp tools; uses a telephone; works outside subject to ambient temperature changes; frequently exposed to dust, and occasionally to toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 11/14/02

Reviewed with no revisions 12/8/05

Job Description Review and Revisions Effective: 5-15-14

Highly skilled is defined as: Work which involves skill and competence in the area, working efficiently leading the work of unskilled, semi-skilled, and skilled employees.