



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



GROUNDSKEEPER I

JOB SUMMARY:

Under general direction of the Grounds Maintenance Supervisor, performs a variety of grounds maintenance and landscaping duties in the beautification and maintenance of grounds and landscaped areas. .

CLASS CHARACTERISTICS:

This is the entry level class in the grounds series, having skills in the care, grooming and maintenance of school grounds and of other District properties. Incumbents are expected to work independently or as part of a team in mowing, edging, weeding, planting, weed control spraying and cleaning assigned landscape and grounds areas throughout the District. Incumbents are also expected to provide assistance to groundskeeper II and sprinkler repair as required.

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

Maintain and improve physical appearance of landscape and grounds at school sites and other District properties:

Mow, edge, trim lawns, fields, around walks, flower beds, walls, fences and related grounds areas utilizing hand and power equipment; *E*

Trim and prune shrubs, hedges, trees; *E*

Rake lawns, weed flowerbeds; *E*

Sweep and/or blow grass cuttings and pick up paper and other debris from sidewalks, gutters and driveways, clean work areas upon completion of work and ensure proper disposal of collected debris and grass cuttings, load trucks, carts, vehicles and transport materials to off-loading site; *E*

Apply fertilizers and other soil treatments and amendments; *E*

Plant and install new landscape materials, trees and bushes; *E*

Operate a variety of grounds maintenance equipment; *E*

Service gardening and related equipment, including cleaning filters, changing oil, lubricating, refueling, replacing worn blades and making other minor repairs; *E*

May take remedial action against lawn and garden pests;

Repair potholes;

Water various grounds areas by hand or by operating the irrigation system;

May assist other grounds staff in the repair and upkeep of sprinkler systems and in general grounds maintenance tasks;

May perform general custodial or minor maintenance tasks;

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

SUPERVISION:

Supervision is received from the Grounds Maintenance Supervisor.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation of hand and power tools used in gardening and grounds keeping;
- Appropriate methods, equipment, materials, used in gardening and grounds keeping work;
- Basic gardening and grounds maintenance procedures including mowing, edging, raking, planting, and weeding;
- General understanding of herbicides, pesticides, fertilizers and other chemicals used in landscape and grounds maintenance and their safe/proper application;
- Health and safety regulations and procedures related to landscape, grounds maintenance and gardening.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs;

Ability to:

- Perform general landscape, gardening and grounds keeping activities including 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;
- Operate hand and power tools and other equipment used in grounds keeping such as walk-behind mowers, edgers, blowers, vacuums and standard gardening tools;
- Perform heavy manual labor in outdoor weather conditions;
- Understand and carry out oral and written instructions;
- Demonstrate safe work habits and observe all applicable worker safety rules and laws;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

Experience:

- One (1) year of successful work experience in grounds maintenance, gardening, or grounds keeping.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

Frequently stands, walks, stoops, bends, and kneels; climbs ladders and on/off riding mowers, maintains balance; Does heavy work, occasionally digging holes & trenches, lifting, carrying, pushing objects weighing up to 75 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision to safely operate heavy equipment on school grounds and observe proper irrigation; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic materials; has direct contact with District staff; 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.

Revised 12/12/02

Last revisions 11/9/06

Revisions effective 4/14/11

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