



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



GROUNDSKEEPER II

JOB SUMMARY:

Under general supervision of the Maintenance and Operations Manager 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 Groundskeeper II is distinguished from the Groundskeeper I class in that the Groundskeeper II has responsibility for 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 Maintenance and Operations Manager or Designee.

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

Assist the Grounds Maintenance Supervisor in reviewing the landscape and grounds condition of the District's school sites and other properties; *E*

Prepare and treat soil for planting, remove tree stumps, limbs, clippings and other debris; *E*

Design and construct landscape areas, create cost estimates and plans for such projects; *E*

Perform and assist in all manner of playground and playing field work which includes but is not limited to fencing, play equipment and sandboxes; *E*

Meet with site administrators regarding special or unique scheduling requirements, site conditions, maintenance to be performed, etc.; *E*

Order and receive parts, supplies and equipment; *E*

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; *E*

Operate small and medium size trucks including dump truck and small tractor; *E*

Visually inspect school sites and other District property for evidence of infestation of noxious animals and insects; *E*

Determine most efficient, effective, and safest application of pesticides; *E*

Spray landscaped areas with insecticides and herbicides; *E*

Spray and/or provide instruction to other employees on spraying requirements/techniques and oversee the spraying of herbicides and other types of sprays on athletic fields, fences, trees, hedges, garden areas and other locations as directed; *E*

Keep records and oversee compliance regarding pest control activities; maintain compliance records indicating the purpose and location of the pesticides being used, types of stored chemical agents, trapping of noxious animals, emergency procedures, MSDS sheets, and labels of chemical agents; monthly submit compliance reports to County Agricultural Office; *E*

When not engaged in grounds maintenance projects perform general grounds maintenance work including raking leaves, hoeing weeds, picking up trash, mowing lawns, edging and weeding lawns, patching asphalt, laying sprinkler pipe and fixing sprinklers; *E*

May participate in work of grounds department employees and assist as necessary or required;

Review work orders, keep records and submit reports as required;

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

SUPERVISION:

Supervision is received from the Maintenance and Operations Manager or Designee.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, materials, tools and equipment used in planting, cultivating and caring for lawns, shrubs, trees, plants and other greenery;
- Sprinkler system design, installation, maintenance and repair;
- Safe, effective and efficient utilization of fertilizers, herbicides, insecticides and

- pesticides;
- Safe, efficient, effective use of power grounds maintenance equipment;
- Knowledge of pest control prevention and eradication techniques;
- State and Federal laws and regulations relating to pesticide application;
- Judiciously spray, test, and bait pests to control their infestation;
- Basic understanding of the use of a PC (Personal Computer) including applicable software and E-mail computer applications;
- Mathematics used in calculating areas, flow rates, irrigation requirements, and other grounds specific calculations;
- Standard record keeping and filing system procedures.

Ability to:

- Perform a variety of grounds maintenance duties;
- Read blueprints, compose or make changes to As built drawings;
- Safely operate a wide variety of power grounds equipment;
- Repair and maintain gardening tools and equipment;
- Read, understand, work from and explain to others information contained in technical manuals and publications;
- Operate a PC (Personal Computer) and utilize applicable software and District E-mail applications;
- Understand and carry out oral and written instructions;
- Develop, maintain, keep a variety of work and work schedule records;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

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

Experience:

- One (1) year successful work experience performing a wide variety of grounds keeping and gardening work that includes application of pesticides, preferably in a school environment. 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.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Stands, walks, occasionally climbs stairs and ladders, maintains balance; stoops, bends, and kneels; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands and arms simultaneously, and reaches over head; lifts carries pushes objects weighing 50 pounds; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; requires good depth perception and color vision; visual acuity sufficient to see small details and long distances to safely operate District motorized equipment and drive a vehicle; uses a telephone and computer; works inside and outside; occasionally exposed to chemicals, odors, fumes, dust and gases; works with sharp objects and machinery with moving parts; has direct contact with district staff, contractors and the public; frequently works alone without direct guidance from supervisor, occasionally with tight deadlines; 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.

New Job Classification Approved 5-15-14