



Classification Specification

LEAD GROUNDS MAINTENANCE WORKER

Department:	Facilities Services and Maintenance
Reports To:	Supervisor, Facilities Services and Maintenance
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Serve as a lead ground maintenance worker performing a variety of activities in the maintenance and repair of grounds area(s) and athletic fields; apply required pesticides; direct grounds keeping personnel as assigned; ensure availability of required equipment; protect against erosion; prepare and maintain grounds for assemblies, recreational activities and/or athletic events; ensure assignments are completed in a safe, proper and timely manner; train and provide work direction, and guidance to assigned staff.

Essential Duties and Responsibilities:

- Oversee and participate in grounds maintenance and gardening activities in the beautification of organization-wide grounds and landscaped areas; lead, train and provide work direction and guidance to assigned personnel.
- Mow, edge, trim, and water lawns, fields, and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil.
- Perform general grounds cleanup, including picking up paper, trash, and debris on grounds areas, parking lots, playgrounds, athletic fields, and other assigned areas; empty waste receptacles.
- Lead and participate in planting, cultivating, pruning, spraying, fertilizing, and irrigating flowers, trees, grass, and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.
- Prepare grounds and athletic fields for assemblies, recreational activities, and/or athletic events.
- Procure materials, supplies, and equipment; order materials, maintain inventory, and ensure availability of items needed to complete tasks.
- Coordinate grounds maintenance activities to meet organization-wide needs; inspect completed work at school sites and locations to assure accuracy, completeness and compliance with

established guidelines and procedures; coordinate response to work orders and administrative requests.

- Confer with Supervisor and site administrators regarding irrigation schedules, spraying schedules, and field preparation.
- Operate heavy equipment including trucks, tractors, mowers, and a backhoe.
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil.
- Repair irrigation systems and components.
- Communicate with personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Prepare and maintain a variety of records and reports related to work orders, inspections, irrigation systems, pesticide applications, purchase orders and assigned duties.
- Perform end of the day review of projects and assignments; submit ground maintenance related information and project status reports to the Supervisor as requested.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in gardening and grounds maintenance work.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Procedures, methods, materials and equipment utilized in the general installation, repair and maintenance of irrigation systems.
- Operation of hand and power tools and equipment used in ground maintenance.
- Principles of training and providing work direction.
- Basic inventory methods and practices.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Methods and materials used in controlling weeds and other pests.
- Record-keeping and basic report preparation techniques.
- Health and safety regulations.
- Basic math.
- Safe use of herbicides, insecticides, fertilizers, and plant foods to maintain the growth of grasses, trees, shrubs, and flowers.
- District policies and practice for requisitioning materials.

Ability to:

- Oversee and participate in grounds maintenance and gardening activities in the beautification of organization-wide grounds and landscaped areas.
- Train and provide work direction and guidance to assigned personnel.
- Coordinate grounds maintenance activities to meet organization-wide needs.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

- Assure athletic fields and grounds areas are maintained in a clean, orderly and safe condition.
- Operate and maintain hand and power tools and other equipment used in grounds maintenance.
- Apply specialized chemicals to control and eradicate weeds, gophers and other pests.
- Maintain records and prepare reports.
- Observe health and safety regulations.
- Operate a computer and assigned software.
- Meet schedules and timelines.
- Assign employee duties and inspect completed work for accuracy.
- Communicate effectively both orally and in writing.
- Follow written and oral instructions.
- Make basic arithmetical calculations.
- Accurately estimate material and labor costs.
- Demonstrate leadership and sound judgment in decision making.
- Establish and maintain cooperative working relationships with others.
- Work independently and follow through on assignments with minimal direction and supervision.

Education: High school graduation or the equivalent GED.

Experience: Three (3) years of increasingly responsible grounds maintenance experience. Some experience in a supervisory or lead capacity.

Licenses, Certifications and other requirements:

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor/grounds work environment.
- Driving a vehicle to conduct work.
- Variable work hours.
- Fumes and noise from vehicle and equipment operation.
- Dust, dirt, oil, grease, gases and pollen.
- Seasonal heat and cold.
- Potential for adverse weather conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing safety issues.
- Bend, stoop, kneel, and reach in all directions.
- Display physical dexterity in limbs and digits to operate hand and power-driven tools and equipment and perform strenuous manual labor.
- Perform heavy work involving lifting, carrying, pushing and/or pulling of objects weighing 50 lbs. or more.
- Climb and use a ladder.
- See for the purpose of watching for students to ensure their safety.
- Respond to after-hours calls.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.