

GROUNDS PERSON

Grade 7

Purpose Statement

The job of Grounds Person is done for the purpose/s of providing grounds maintenance and gardening work, under the supervision of Director of Maintenance & Operations; providing services at assigned sites; ensuring grounds areas and fields are kept in good condition, according to District and regulatory standards; protecting against runoff; and performing a variety of irrigation processes.

This job reports to Director of Maintenance, Operations, Transportation and Facilities

Essential Functions

- Assists in minor installation and in regular maintenance of sprinkler systems (e.g., systems placement, timers, etc.) for the purpose of ensuring excellent grounds care.
- Assists other grounds persons as needed (e.g., moving materials, major event "all hands" help, etc.) for the purpose of providing flexibility to operations while ensuring grounds are well maintained.
- Controls weeds (e.g., steaming weeds; cleaning hillsides, etc.) for the purpose of ensuring attractive grounds.
- Implements a variety of gardening processes (e.g., planting, cultivating watering, spraying, fertilizing, and trimming of ornamental plants, shrubs, hedges, trees and flowers, etc.) for the purpose of ensuring safe and attractive grounds.
- Initiates gardening tasks (e.g., rototilling of sandboxes, removing dead trees and bushes, etc.) for the purpose of ensuring safe and attractive grounds throughout the District.
- Maintains a schedule and records of planting, feeding, watering, and renovating lawns for the purpose of ensuring historical documentation and demonstrating District grounds care.
- Operates tools and heavy equipment (e.g., hand and power tools, grounds maintenance equipment, backhoes, skip loaders, etc.) for the purpose of providing for a safe and attractive environment.
- Provides grounds care assistance (e.g., raking leaves, weeding, litter removal, and moving of materials and furniture; making minor repairs on weed whips, edgers, blowers, etc.) for the purpose of ensuring safe and effective gardening care.
- Works with contractors (e.g., irrigation implementation for minor to major mainline breaks and copper line work, etc.) for the purpose of ensuring proper working order of all pertinent grounds' maintenance processes.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in irrigation systems; training work crews; communicating effectively; managing schedules; and assessing gardening problems and providing solutions.

KNOWLEDGE is required to; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of preparing and maintaining various gardening processes; materials and tools used in planting, cultivating and caring for lawns, flowers, shrubs, trees, and plants; standard practices employed in maintenance and repair of school grounds; plant characteristics; and general safety procedures.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; communicating with diverse groups and individuals; and working as a member of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Background Clearance

Physical Capacities Test

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.