

## LEAD GROUNDS MAINTENANCE WORKER

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Grounds and Custodial Supervisor, the job of Lead Grounds Maintenance Worker is providing day-to-day work direction to a crew of grounds workers and performing the full range of general and varied grounds maintenance and gardening duties at District sites as assigned; and providing ongoing day-to-day work direction for a crew of journey level general and entry level Grounds Maintenance Workers. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and for beautification of grounds and use a variety of small and medium-sized power and hand tools such as mowers, clippers, hedgers, edgers, string trimmers, blowers, brooms, rakes, shovels, hoes, sprayers and calibration equipment.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Lead Grounds Worker performs the full range of journey level general and specialized grounds maintenance and gardening duties and provide ongoing, day-to-day work direction for a crew of journey level general and entry level Grounds Maintenance Workers. They are responsible for receiving instructions, adjusting the crew's focus and activities as circumstances dictate, ensuring necessary tools and materials are available to crews, carrying out assignments, and providing information about work in progress. This class differs from the Grounds Maintenance Worker II which is a class responsible for performing the full range of journey level general and specialized grounds maintenance and gardening duties, and which may be tasked to oversee the activities of a crew on a larger grounds maintenance project over a period of several days but not as a continuous assignment. The Lead Grounds Worker differs from the Grounds Maintenance Equipment Operator which is a class responsible for the operation and maintenance of large equipment such as graders, Bobcats, gang mowers, tractors, dump trucks, etc., and usually is in charge of work activities during projects for which this kind of equipment is required.

### ESSENTIAL FUNCTIONS

- Oversees grounds crew activities including training in various aspects of grounds work (e.g., field lining, sod installation, repairs, projects, spraying, irrigation, power equipment, Best Management Practices (BMPs) for preventing contaminants from contacting storm water runoff) for the purpose of ensuring completion of work in an efficient and timely manner in accordance with standards and practices.
- Transports grounds maintenance equipment, supplies, etc. for the purpose of ensuring the availability of required items and other resources to efficiently complete job assignments.
- Drive a District vehicle to conduct work.
- Cleans grounds, landscaped areas and related spaces (e.g., storm drains, rain gutters) for the purpose of preventing flooding and/or removing hazards.
- Maintains landscaping (e.g., lawns, shrubbery, flowers, ground cover) for the purpose of reducing erosion, preserving and presenting grounds in a healthy and attractive condition.
- Applies pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- May prepare written materials (e.g., pesticide applications) for the purpose of providing documentation in accordance with Department of Agriculture regulations.

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- Prepares grounds (e.g., ball fields, courtyards, lawns, flower beds, lining fields) for the purpose of providing adequate, attractive and safe areas for competitive athletics, assemblies, and/or recreational activities.
- Communicates with principals, coaches, athletic directors, students and public for the purpose of receiving instructions, scheduling work, carrying out assignments, answering questions, and providing information about work in progress.
- Coordinates with various vendors and contractors for the purpose of ensuring the needs of the District and school site are coordinated with their requirements.
- Repairs parking lots and campus roads by installing asphalt sealer and cold patch asphalt for the purpose of maintaining functional and safe paved areas.
- Responds to grounds maintenance emergencies for the purpose of determining and/or implementing appropriate actions required to resolve situation.
- Performs duties of other grounds maintenance staff as may be required for the purpose of maintaining campus grounds in accordance with established standards.
- Reviews work order requirements (e.g., hours required, equipment needs) for the purpose of prioritizing work orders and scheduling assignments.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; health and safety regulations; and methods of organizing, scheduling and prioritizing workloads.

**SKILLS** are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; drive a District vehicle; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide 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 significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create

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action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform

the functions of the job include: providing work direction to assigned employees; understanding and following oral and written directions; working independently with little direction; planning and organizing work; establishing and maintaining effective working relationships with others; and preparing accurate records.

### RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	lifting up to 50 lbs. at knee height, carrying up to 50 lbs. up to 15 feet, power/firm grasping, reach above shoulder
Occasionally	lifting up to 50 lbs. at knee and also at waist height, fingering/fine manipulation, reach at shoulder
Occasionally/Frequently	handling/simple grasping; using hand controls
Frequently	lifting up to 10 lbs. over shoulder/overhead, carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet, reach below shoulder; using foot controls
Frequently/Continuously	pushing and pulling; power/firm grasping

### AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.

Ability to see near, distant, color, depth and peripherally.

### ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a valid California Class C Driver's License to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

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**EXPERIENCE**

Job-related experience within specialized field is required. One year of experience in the grounds maintenance field where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. Experience providing work direction to other grounds maintenance workers and overseeing the activities of a grounds crew.

**EDUCATION**

High School diploma or equivalent.

**REQUIRED TESTING**

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

**CERTIFICATES**

Valid California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned. Completion of County Recycled Water Certificate.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.