

GROUNDS MAINTENANCE WORKER I

JOB SUMMARY

The Grounds Maintenance Worker I performs entry-level general grounds maintenance and gardening duties at District sites and applies horticultural practices and techniques for maintenance of plants and beautification of grounds.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Grounds Maintenance Worker I may perform any combination of the following:

- Participates on a work crew performing grounds maintenance work (e.g., maintenance of fields, lawns, courtyards, flower beds,); plants, cultivates, transplants, mows, weeds, edges, fertilizes, and waters lawns, trees, shrubs, and flowers.
- Participates in the inspection, maintenance and monthly training of Best Management Practices (BMPs) related to storm water drains, v-ditches, catch basins, and detention basins; removes weeds, leaves, trash and other debris to avoid flooding and allow water to convey through the structure reducing storm water pollution; properly disposes of and stores hazardous materials; and properly disposes of organic matter such as leaves and grass.
- May prepare logs and maintain records such as fertilization applications, materials list, and irrigation reports.
- Safely operates and maintains a variety of grounds keeping equipment (e.g., mowers, hedgers, chain saws, blowers, mixers); inspects and ensures equipment is in safe operating condition; checks and replenishes fuel.
- Performs weed control by pulling weeds by hand or by the use of a hoe; rakes leaves; edges walkways; sweeps litter from walks, driveways and other assigned areas; empties waste receptacles.
- Assists Grounds Maintenance Worker II to complete a variety of tasks such as applying asphalt cold patch , pouring concrete, or installing and maintaining fences.
- Interacts with principals, coaches, athletic directors, students and public when carrying out assignments, answering questions and providing information about work in progress.
- Uses common technology such as email, computer devices (e.g., tablets), and software applications used for recordkeeping and automation.
- Assists in the performance of other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Basic grounds maintenance procedures including mowing, edging, raking, and weeding.
- Methods, equipment and materials used in grounds maintenance.
- Cultivating, fertilizing, watering and spraying of flowers, trees, and shrubs.
- Operation of hand and power tools and equipment used in grounds maintenance.
- Health and safety regulations.
- Proper lifting techniques.

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- Chemicals used in grounds maintenance.
- Basic math, including calculations using fractions, percent and ratios.
- Common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

ABILITY TO:

- Perform grounds maintenance tasks including mowing, edging, raking, and weeding.
- Apply methods and materials used in grounds maintenance.
- Cultivate, fertilize, water and prune flowers, trees, and shrubs.
- Safely operate hand and power tools and equipment used in grounds maintenance.
- Follow health and safety regulations.
- Use proper lifting techniques.
- Read directions and properly apply chemicals used in grounds maintenance.
- Perform calculations using fractions, percent and ratios that are used in grounds maintenance.
- Work with minimal supervision.
- Establish and maintain effective working relationships with others.
- Solve problems related to grounds maintenance tasks.
- Understand and follow oral and written directions.
- Prepare accurate records and logs.
- Use common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Entry-level experience in grounds maintenance, preferably in a school, industrial, or commercial setting where basic knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance.

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker I is a classification within the Grounds Maintenance series. The Grounds Maintenance Worker I performs entry-level general grounds maintenance and gardening duties.

Differentiation between Grounds Maintenance Worker I and the position above it is distinguished as follows:

The Grounds Maintenance Worker II performs the full range of journey-level general and specialized grounds maintenance and gardening duties. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and beautification of grounds and use a variety of small and medium-sized power and hand tools.

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REQUIRED TESTING

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

CERTIFICATES

Valid California Class C Driver's License; California DMV Driver's Record report. The report is required when an applicant applies for a Grounds Maintenance Worker I job and must be dated within 30 days of the job application. An applicants driving history must comply with district driving standards as specified in the DMV Employee Pull Notice program below.

Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a Driver's Record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

- Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.
- Completion of County Recycled Water Certification.
- Participation in ongoing job-related training as assigned.

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.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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 and carrying up to 50 lbs. at knee height, up to 15 feet, reach above shoulder level; crawling; balancing; climbing, keyboarding
Seldom/Occasionally	Kneeling, bending, squatting; lifting; sitting for periods of time to drive a vehicle; using foot controls
Occasionally	Lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up

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Occasionally/Frequently to 10 feet; reach below shoulder level; twisting; using hand controls
Walking, handling/simple grasping; 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 Class C driver's license, work near hazardous equipment and 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.