



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>GROUND'S EQUIPMENT OPERATOR</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	31 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director Facilities, Maintenance, and Operations or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Operate and maintain a variety of power equipment and vehicles in the maintenance of District grounds; operate heavy construction and maintenance equipment as assigned; perform regular preventive maintenance work and minor repairs on grounds maintenance equipment. The incumbents in this classification assist in supporting students by ensuring safe and clean grounds/landscaping for staff and students which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Operate a variety of heavy equipment involved in grounds construction and maintenance activities such as a crane, dump truck, roller, digger, grader, tractor, and backhoe; transport equipment and other materials to job sites using a truck and trailer combination; assure compliance with established safety regulations.

Grade, prepare, cut, fill, and finish grading work; operate grader to level paved surfaces in order to prepare surfaces for re-paving.

Operate a backhoe in the installation of water, gas, and sewer lines and other projects; install signs, poles, and other displays as required; utilize tractor attachments as required.

Perform assigned maintenance, construction, and repair duties such as mixing and pouring concrete, cleaning and unclogging storm drains, moving furniture, and constructing walkways.

Prepare and level surfaces for concrete work; grade, dig, and remove dirt and existing concrete or asphalt.

Perform a variety of general grounds maintenance duties including installing and repairing sprinkler systems, erecting temporary fencing, and patching or constructing asphalt or cement surfaces.

Operate and maintain a variety of power grounds equipment and vehicles in the maintenance of District grounds; operate a variety of grounds maintenance equipment such as riding and push mowers and tractors, skip-loaders, skid steers, trenchers, blowers, edgers, hedge trimmers, chainsaws, and various hand and power tools; mow assigned lawn areas utilizing appropriate equipment.

Haul and transport sand, dirt, fertilizer, tools, equipment, and other materials to and from various sites as

directed.

Perform regular preventive maintenance work and minor repairs on grounds equipment; check fluids, change oil, and ensure proper lubrication of grounds equipment; sharpen and replace blades; arrange for major repairs as necessary.

Assist other personnel with a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds and landscaped areas as assigned; edge, trim, and water lawns, fields, and other turf grounds; prepare and fertilize soil.

Communicate with personnel and outside agencies to exchange information, coordinate activities, and resolve issues or concerns.

Maintain routine records related to assigned activities including mileage and work performed.

Perform a variety of duties related to the preparation, lining, burning, marking, and dragging of athletic fields and related areas as directed.

Confer with school administrators and supervisor regarding needs.

Maintain and review work order database and update work order status.

Estimate labor, material, and equipment needed for assigned projects; monitor inventory levels of materials and equipment; research, order, receive, and maintain inventory of materials and equipment as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation, preventive maintenance, and minor repair of a variety of grounds equipment including riding and push mowers, skid steer, and other power-driven grounds equipment.

Operation and maintenance of heavy equipment used in grounds construction and maintenance such as dump trucks, rollers, diggers, graders, tractors, backhoes, and related equipment.

Mathematical calculations.

Safe operation of heavy grounds equipment.

Legal weight limits of tow vehicles and trailers.

Grounds maintenance procedures including mowing, edging, raking, and weeding.

Methods, equipment, and materials used in landscaping and groundskeeping work.

Basic record-keeping techniques.

Oral and written communication skills.

Health and safety regulations.

ABILITY TO:

Operate a variety of heavy equipment involved in grounds construction and maintenance activities.

Perform related maintenance, construction, and repair duties as assigned.

Maintain heavy grounds equipment in a safe and operative condition.

Observe legal and defensive driving practices.

Perform mathematical calculations with speed and accuracy.
Perform regular preventive maintenance work and minor repairs on grounds equipment.
Perform a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds and landscaped areas.
Communicate effectively both orally and in writing.
Establish and maintain collaborative and effective working relationships with others.
Understand and follow oral and written instructions.
Maintain routine records related to work performed.
Observe health and safety regulations and procedures.
Perform heavy physical labor.
Tow and secure heavy equipment and trailer for proper weight distribution.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years as a groundskeeper including heavy equipment operations at the journey level.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage. **This is a safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substances testing.**

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment with exposure to various weather conditions.
Exposure to fumes, dust, odors, oil/grease, and gases.
Driving a District vehicle to conduct work.
Trade shops.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment.
Sitting and riding equipment for extended periods of time.
Bending at the waist, kneeling, or crouching.
Walking, standing, or crawling for extended periods of time.
Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.
Heavy physical labor.
Seeing to operate ground equipment.
Climbing in and out of grounds equipment.
Hearing and speaking to exchange information.
Seeing to read and perform grounds maintenance functions and view computer screens.
Reaching overhead, above the shoulders, and horizontally.
Climbing ladders and working from heights.

HAZARDS:

Exposure to chemicals used in pest control and weed abatement.
Working around and with machinery having moving parts.
Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, and oil/grease.
Driving a District vehicle to conduct work.
Traffic hazards.
Working from heights.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 4/91
Revised: 9/99; 12/08 (License req); 07/13 Reallocation from R25 (Ewing)
Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24