



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>GROUNDSKEEPER I</u></b>			
<b>DEPARTMENT/SITE:</b>	Facilities, Maintenance, and Operations	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	18 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director Facilities, Maintenance, and Operations or assigned supervisor	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Maintain District grounds including lawns, shrubs, plants, and trees; prepare athletic fields. 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.

### **DISTINGUISHING CHARACTERISTICS:**

**Groundskeeper I** incumbents perform routine mowing, trimming and raking, and trash collection at an assigned site. **Groundskeeper II** incumbents operate grounds equipment including mowers and tractors and serve multiple sites mowing lawns and fields. **Groundskeeper II** incumbents perform more project-oriented work according to assigned work orders.

### **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.*

Push mow, edge, trim, and water lawns, fields, and other turf grounds.

Plant, cultivate, prune, spray, fertilize, and irrigate flowers, trees, grass, and shrubs; identify plant diseases, pests, insects, and weeds and take appropriate action for control; hoe and pull weeds and rake leaves; edge walkways; sweep or blow litter from walks and driveways.

Water various grounds areas by hand or by operating the irrigation system; check irrigation systems and heads and make adjustments or replacements as necessary.

Perform general grounds cleanup, including picking up paper, trash, and debris on grounds areas, parking lots, athletic fields, and other assigned areas; sweep or blow sidewalks and door entries; empty waste receptacles.

Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, power pressure sprayers, and other equipment used in grounds maintenance work; utilize standard gardening hand tools.

Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing, and changing oil.

Maintain routine records related to assigned activities.

Participate in other activities as directed including digging trenches, removing trees, and laying concrete.

Spraying of pesticides and herbicides to maintain grounds. In addition, document and maintain required records.

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; 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:**

Basic grounds maintenance procedures including mowing, edging, raking, and weeding.  
Methods, equipment, chemicals, pesticides, herbicides, and materials used in groundskeeping work.  
Cultivating, fertilizing, watering, and spraying of flowers, trees, athletic fields, and shrubs.  
Mathematical calculations.  
Operation and maintenance of hand and power tools and equipment used in groundskeeping.  
Basic record-keeping techniques.  
Health and safety regulations.  
Appropriate safety precautions and procedures.  
Oral and written communication skills.  
Proper lifting techniques.

**ABILITY TO:**

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.  
Push mow, edge, water, weed, fertilize, rake, and cultivate lawns, flower beds, athletic fields, and other landscaped areas.  
Perform mathematical calculations with speed and accuracy.  
Operate hand and power tools and other equipment used in grounds maintenance.  
Understand and follow oral and written instructions.  
Maintain routine records related to work performed.  
Observe health and safety regulations and procedures.  
Work independently with little or no direction.  
Establish and maintain collaborative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and one year of gardening or general grounds maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor work environment with exposure to various extreme weather conditions.  
Exposure to fumes, dust, odors, oil/grease, pesticides, herbicides, fertilizers, chemicals, and gases.  
Drive a vehicle District to conduct work.  
Trade shops.  
Constant interruptions.  
Exposure to pests such as fire ants and underground bee hives.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate grounds maintenance equipment.  
Walking or standing for extended periods of time.  
Seeing to perform gardening and grounds work and view computer screens.  
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.  
Bending at the waist, kneeling, crawling, or crouching.  
Reaching overhead, above the shoulders, and horizontally.  
Heavy physical labor.  
Hearing and speaking to exchange information.  
Climbing ladders and working from heights.

**HAZARDS:**

Working around and with machinery having moving parts.  
Exposure to pesticides, herbicides, fertilizers, chemicals, biohazards, and fumes.  
Working from heights.  
Traffic hazards.

**CLEARANCES:**

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

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**JOB CLASS HISTORY**

Approved: 12/90  
Revised: 1991 (range); 9/99; 07/13 Reallocation from R17 (Ewing)  
Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24