



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>GROUNDSKEEPER II</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	20 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:

Maintain District grounds including lawns, shrubs, plants, and trees; prepare athletic fields; operate grounds equipment including mowers and tractors; perform project-oriented work according to assigned work orders. 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 II incumbents operate grounds equipment including ride-on mowers and tractors and serve multiple sites mowing lawns and fields. **Groundskeeper II** incumbents perform more project-oriented work according to assigned work orders. **Groundskeeper I** incumbents perform routine mowing, trimming, raking, and trash collection at an assigned site.

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.

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.

Transport mowing equipment and other materials to job sites using a truck and trailer combination.

Water various grounds areas by hand or by operating the irrigation system; check irrigation systems and heads and make adjustments or replacements as necessary; adjust controllers, repair and replace components of system, and troubleshoot minor problems; refer major problems to appropriate personnel; change time clocks as needed.

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.

Perform project-oriented work according to assigned work orders including aerating, fertilizing, and amending turf sports fields utilizing turf tractor, aerator, fertilizer spreader, and dump truck and trailer combination; haul and spread mulch, repair asphalt, and concrete as directed; clear drains; prepare sandbags as requested.

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.

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; 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:

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

Methods, equipment, chemicals, 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.

Operation of a dump truck, tractor, and trailer.

Record-keeping techniques.

Health and safety regulations.

Operation of specialized applications equipment including power sprayers, respirators, and other protective gear.

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.

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 grounds equipment including mowers and tractors; perform project-oriented work according to assigned work orders.

Operate hand and power tools and other equipment used in grounds maintenance.
Operate a District vehicle and drive safely and defensively.
Work independently with little or no direction.
Understand and follow oral and written instructions.
Maintain routine records related to work performed.
Observe health and safety regulations and procedures.
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 graduation from high school or equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed above and two years of gardening or general grounds maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

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

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.
Sitting to operate tractors, mowers, and other machines.
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.
Potential exposure to operating machinery over rough and uneven terrain.
Working from heights.
Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 12/90

Revised: 1991; 7/94; 9/99; 07/13 Reallocation from R19 (Ewing)

Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24