



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Grounds Equipment Operator

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, transports and operates heavy equipment and powered grounds equipment to maintain lawns and grounds; performs a variety of skilled and semi-skilled grounds maintenance duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Grounds Equipment Operator performs technical duties in the operation of power-driven vehicles and equipment such as dump trucks, flail mowers, tractors and attachments, skip loaders and power mowers used in the maintenance of District grounds, landscaped areas and athletic fields. Assigned work requires general knowledge of the functions applicable to grounds maintenance and the ability to solve routine to moderately difficult problems.

This position is directly responsible to the Assistant Superintendent of Administrative Services or their designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
2. Operates a variety of medium weight power-driven equipment including skip loaders, back hoes, tractors and power mowers.
3. Loads and unloads power-driven equipment onto and from appropriate equipment transportation vehicles as needed and transports equipment.
4. Digs ditches and trenches prior to installation, maintenance and repair work; replaces soil and turf according to established procedures.
5. Performs minor adjustments to power-driven equipment and reports needs for additional adjustments and repairs to supervisor.
6. Assists in the installation, maintenance and repair of sprinkler systems.
7. Performs all groundskeeping duties as needed including mowing, trimming, edging and maintaining flower beds, hedges, trees and lawns; weeds, mulches, fertilizes, irrigates and sprays lawns, trees, shrubs and flowers; prunes trees, plants and shrubs and lining athletic fields.
8. Requisitions, stocks and maintains inventory of equipment and repair parts.
9. Makes oral and written reports for work performed; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Safe operation of light to median-duty construction equipment used in the maintenance of District grounds.
2. Maintenance and minor repair of assigned equipment.

3. The California Vehicle Code applying to the operation of equipment and equipment transportation vehicles on city streets and highways.
4. Operation of equipment and tools required in sprinkler repair and installation.
5. Grounds maintenance procedures including mowing, edging, raking and weeding.
6. Cultivating, fertilizing and watering lawns, fields, flowers, trees and shrubs.
7. Operation and maintenance of hand tools, power tools and power-driven equipment used in irrigation and grounds maintenance.
8. Correct English usage, including spelling, grammar and punctuation.
9. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Operate light to heavy motorized and mechanical equipment requiring good hand-eye coordination and physical strength to accomplish assigned grounds maintenance projects.
2. Properly position equipment and manipulate controls to ensure smooth, efficient, safe operation of a variety of construction equipment relevant to work requirements and job site conditions.
3. Inspect, clean, maintain and make minor repairs to assigned equipment.
4. Read and interpret blueprints.
5. Perform semi-skilled grounds maintenance duties.
6. Estimate time, materials and equipment required to perform assigned duties.
7. Prepare and maintain basic records accurately.
8. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent and at least three years of experience in the use of medium-duty and powered grounds equipment; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100

pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings and specifications; analyze and solve problems; use shop math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in a shop and field environment where the noise level is usually moderate. The employee regularly works in outdoor weather conditions; extreme heat or cold; wet, humid conditions; on uneven or slippery surfaces; near moving mechanical parts and moving equipment and near traffic. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; and biological hazards. The employee is frequently exposed to loud or prolonged noise from equipment.

FLSA Designation:	Non-Exempt
EEO Category:	Skilled Craft Worker
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing