



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Lead Groundskeeper

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, leads and participates in the work of other employees engaged in the maintenance of grounds, athletic fields and other landscaped areas; oversees pest control; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Lead Groundskeeper is the advanced skilled and working lead class in the Groundskeeper class series. In addition to performing the full range of groundskeeping duties, incumbents serve as the working lead person of the grounds maintenance crew. Assignments are typically received in general terms, and incumbents are expected to act independently within the framework of established policies, procedures and objectives. This position is directly responsible to the Assistant Superintendent of Administrative Services or their designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

1. Leads, provides work guidance and direction and participates in the work of grounds maintenance staff; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with District standards; provides information, instruction and training on work processes, proper use of equipment and safe work practices; provides input to the supervisor on employee work performance and behaviors; assists in ensuring a fair and open work environment in accordance with the District's commitment to equal employment opportunity.
2. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
3. 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.
4. Installs sod, reseeds, fertilizes and renovates lawns and fields; monitors health and appearance of lawns, bushes, trees and flower beds; develops plans and recommends changes in the type of planting for new and existing landscape.
5. Mixes and applies various herbicides and pesticides; prepares reports as required.
6. Operates a variety of grounds maintenance equipment and hand tools, including mowers, trimmers, edgers, leaf blowers, power shears, chain saws, sprayers and weed eaters; operates various power-driven gardening equipment, tractor, and backhoe to grade lawn areas and replant new lawns; maintains and performs minor repairs and maintenance on grounds equipment.
7. Lines tracks and playing fields, when assigned.
8. Drives vehicles to and from work sites in order to transport tools, equipment and materials.
9. Requisitions, stocks and maintains inventory of equipment and repair parts.
10. 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. Grounds maintenance procedures including mowing, edging, raking and weeding.
2. Cultivating, fertilizing, watering and spraying lawns, fields, flowers, trees and shrubs.
3. Herbicides, pesticides and other chemicals used in grounds maintenance.
4. Operation and maintenance of hand tools, power tools and power-driven equipment used in grounds keeping.
5. Methods and materials used in controlling pests, insects and weeds.
6. Shop mathematics applicable to grounds maintenance and repair.
7. Correct English usage, including spelling, grammar and punctuation.
8. Recordkeeping, filing and basic purchasing procedures and expense reporting.
9. Basic practices and techniques for scheduling and coordinating the activities of other grounds maintenance staff.
10. District personnel policies and labor contract provisions; requirements and processes of the District payroll system.
11. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Assign and inspect the work of grounds maintenance personnel.
2. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
3. Complete grounds maintenance assignments independently without immediate supervision.
4. Perform skilled grounds maintenance duties including prioritizing and scheduling work on school grounds and athletic fields.
5. Operate and maintain a variety of hand and power tools used in the work.
6. Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
7. Estimate time, materials and equipment required to perform assigned duties.
8. Prepare and maintain basic records accurately.
9. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
10. Communicate effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. 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 skilled grounds maintenance experience; 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 ladders/ scaffolding or in high, precarious places; on uneven or slippery surfaces; near moving mechanical parts and moving equipment. 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:	Service - Maintenance
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing