



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### Groundskeeper

Established date: 7/1/2015

Revision date: 11/17/2015

#### **GENERAL PURPOSE**

Under general supervision, performs semi-skilled to skilled work in the maintenance of grounds, athletic fields and other landscaped areas; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

A Groundskeeper performs a wide variety of work on school grounds, athletic fields and other District landscaped areas. 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. Groundskeeper is distinguished from Lead Groundskeeper in that an incumbent in the latter class performs lead-level duties and has additional responsibilities for pest control and scheduling groundskeeping work.

#### **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. Mows, trims, edges, rakes, fertilizes, aerates and waters flower beds, hedges, trees and lawns; weeds, mulches, fertilizes, irrigates and sprays lawns, trees, shrubs and flowers; prunes trees, plants and shrubs and picks up and hauls cuttings to trash bins; removes landscaping, trees, shrubs, grasses and plants and re-plants as necessary.
2. Installs sod, reseeds, fertilizes and renovates lawns and fields; monitors health and appearance of lawns, bushes, trees and flower beds and diagnoses and treats pest, disease and weed problems.
3. Cleans and maintains landscaped areas, paved areas, paths and walks and playground areas; sweeps and vacuums sidewalks, driveways and parking lots and performs general grounds cleaning.
4. Picks up litter, garbage and organic debris from landscaped areas and grounds; picks up and dumps trash cans and other litter receptacles.
5. Operates a variety of grounds maintenance equipment and hand tools, including mowers, trimmers, edgers, leaf blowers, power shears, chain saws, sprayers and weed eaters; maintains and performs minor repairs and maintenance on grounds equipment.
6. Lines tracks and playing fields, when assigned.
7. Drives vehicles to and from work sites in order to transport tools, equipment and materials.
8. 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. Basic grounds maintenance procedures including mowing, edging, raking and weeding.
2. Safe work procedures in the operation of hand and power tools and equipment.
3. Cultivating, fertilizing, watering and spraying flowers, trees and shrubs.
4. Operation and maintenance of hand and power tools and equipment used in grounds maintenance.

5. Methods and materials used in controlling pests, insects and weeds.
6. Basic English.
7. Basic computer operations.

**Ability to:**

1. Perform semi-skilled grounds maintenance duties including prioritizing and scheduling work on school grounds and athletic fields.
2. Operate and maintain a variety of hand and power tools used in the work.
3. Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
4. Complete grounds maintenance assignments without immediate supervision.
5. Estimate time, materials and equipment required to perform assigned duties.
6. Prepare and maintain basic records accurately.
7. Operate a computer related to area of assignment.
8. Understand and follow written and oral instructions.
9. 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 one year of experience performing semi-skilled or 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