

**TITLE:                    GROUNDKEEPER II**

**QUALIFICATIONS**

Knowledge of

1. Methods, materials, tools, and equipment used in grounds maintenance, irrigation, and gardening work.
2. Safe use, maintenance, and operation of groundskeeping tools, power equipment, and sprinkler systems.
3. Basic English usage, reading, writing, and math at a level necessary to perform assigned tasks.
4. Safety rules and regulations for this position.

Ability to

1. Read, understand and carry out both verbal and written instructions, policies, and procedures including simple blueprints and plans in an independent manner.
2. Work without immediate supervision, maintaining work schedules in performing tasks.
3. Effectively and safely use hand and power tools associated with groundskeeping and gardening work.
4. Meet the physical requirements of this job.
5. Perform minor maintenance and repair work on a variety of groundskeeping equipment.
6. Work out-of-doors during inclement weather conditions.
7. Maintain records as required.
8. Be a productive and active team member.
9. Maintain pleasant appearance and demeanor.
10. Work successfully with diverse groups of people.
11. Communicate effectively and tactfully in both verbal and written form.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. One year experience in grounds maintenance work; or any combination of training and experience that would likely provide the desired knowledge and abilities.
3. A work history demonstrating dependability and reliability.
4. First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification desired.

**REPORTS TO:**            Assigned supervisor

**JOB GOAL:**            To assist in maintaining school and district grounds in an attractive, safe, and natural environment.

**ESSENTIAL FUNCTIONS**

1. Mows lawns and fields; edges around walks, driveways, and play areas.
2. Plants, fertilizes, waters, and cares for lawns, trees, shrubs, hedges, and other plants.
3. Uses hand tools to work soil and to remove weeds, undergrowth and debris from school grounds, athletic fields, and landscaped areas.
4. Hoes and rakes weeds, leaves, and grass clippings.
5. Keeps school grounds clean; sweeps and blows asphalt/concrete areas; picks up paper, refuse and other debris; loads truck with paper, refuse, and debris.
6. Operates hand and power tools and equipment including power mowers, edgers, sprayers, tractors, rototillers, air compressors, trimmers, blowers, and other grounds maintenance equipment and tools.
7. Assists in the installation, maintenance, and repair of irrigation systems.
8. Maintains, cleans and assists in the repair of parking and blacktop areas.
9. Cleans and maintains drainage areas; cleans gutters and roofs.
10. Digs postholes and trenches as assigned.
11. Installs, maintains, and repairs playground equipment, fences and sprinkler systems.
12. Prepares athletic fields.
13. Participates in District in-service training as required.
14. Knows and understands the Mission and Core Values of the District.
15. Performs other related duties as assigned.

**OTHER FUNCTIONS**

1. Inspects equipment for safety hazards and needed repairs, makes minor repairs on groundskeeping equipment such as mowers, edgers, sprayers, backpack blowers, etc.
2. Maintains hoses, supplies, and tools in proper condition and repair.
3. Observes and reports the need for non-grounds maintenance repairs to appropriate authority, takes action on grounds maintenance needs.
4. Drives district truck, tractor and/or gang mowers, and other vehicles as assigned.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and instructions.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.

**PHYSICAL ABILITIES** (continued)

13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to use respirators, for personal protection, up to:  
four (4) hours per day, strenuous physical effort,  
six (6) hours per day, moderate physical effort,  
eight (8) hours per day, light physical effort.
18. Able to work at various elevated heights in a safe and effective manner.
19. Able to work in a wide range of temperatures and weather conditions.
20. Able to work in restricted spaces in a safe and effective manner.
21. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
22. Able to work with chemical agents in a safe and efficient manner without allergic reaction.
23. Able to operate a variety of powered industrial vehicles and equipment, and manual equipment, as commonly found in grounds keeping, gardening, and custodial trades in a safe and effective manner.
24. Able to operate a variety of maintenance motor vehicles in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate California Driver's License during the course of employment; have an acceptable driving record; and must be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned supervisor will give the evaluation.

Approved by: Board of Education Date: January 13, 1994  
Amended by: Board of Education Date: December 10, 1998

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**