

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

1/13/94

JOB DESCRIPTION

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TITLE: **GROUNDSKEEPER IV**

QUALIFICATIONS

Knowledge of

1. Common plant diseases, and insect and vertebrate pests, including approved methods used in controlling same.
2. General irrigation systems.
3. Good English usage, reading, writing, and math at a level necessary to perform assigned tasks.
4. Hand and power tools and equipment used in grounds maintenance work.
5. Methods, materials, tools, and equipment used in grounds maintenance, irrigation, and gardening work.
6. Safe use, maintenance, and operation of groundskeeping tools, power equipment, and sprinkler systems.
7. Safety rules and regulations related to grounds maintenance, plant disease, and pest control.
8. Use of work order tracking and data collection systems and procedures.

Ability to

1. Communicate effectively and tactfully in both verbal and written form.
2. 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.
3. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
4. Maintain records as required.
5. Meet the physical requirements of this job.
6. Operate and maintain a variety of power grounds equipment and tools safely and skillfully.
7. Perform skilled grounds maintenance work.
8. Plan and project labor and time costs.
9. Plan, organize, direct, or supervise the work of others.
10. Maintain a pleasant appearance and demeanor.
11. Read, understand and carry out both verbal and written instructions, policies, and procedures including simple blueprints and plans in an independent manner.
12. Train and instruct others in the care, use and application of herbicides, fertilizers, weed abatement and rodent control chemicals.
13. Work out-of-doors during inclement weather conditions.

Training and Experience:

1. A good work history demonstrating dependability and reliability.
2. Education equivalent to the completion of the twelfth (12th) grade, including.
3. Four (4) or more years related experience or two (2) or more years related experience and two (2) years of college-level coursework in area of responsibility; or any combination of training and experience that would likely provide the desired knowledge and abilities.

REPORTS TO: Assigned Administrator

JOB GOAL: To maintain in an effective and efficient manner the grounds of all district schools in a condition of safety, neatness, and aesthetic attractiveness so that each student may be provided with an outdoor environment both pleasing and safe to play in.

ESSENTIAL FUNCTIONS

1. Assigns, inspects and supervises the work of grounds crews engaged in general gardening and landscaping, repair and installation of sprinkling systems, asphalt pouring and repair, installation of playground and athletic equipment, and preparation and care of athletic fields.
2. Assures proper safety and health regulations and practices are observed.
3. Assures that landscaped areas are kept clean, leaves and debris raked, removed, and disposed of.
4. Confers with supervisor regarding special projects; estimating materials and labor required for these projects.
5. Drives district truck, tractor and/or gang mowers, and other vehicles as assigned.
6. Inspects tools and equipment and sees they are kept in proper working order.
7. Knows and understands the Mission and Core Values of the district.
8. May personally perform general grounds maintenance work typical of lower groundskeeping classes.
9. Observes and reports the need for non-grounds maintenance repairs to appropriate authority, takes action on grounds maintenance needs.
10. Participates in district inservice training as required.
11. Performs other related duties as assigned.

12. Processes work orders.
13. Schedules the application of herbicides, pesticides, weed abatement, and fertilizers and may present safety training to employees on their care and use.
14. Schedules work in cooperation with other operations.

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..

SPECIAL REQUIREMENTS

1. Possession and maintenance of a valid Class I Herbicide (California Commercial Applicator) Certificate issued by the State of California.
2. Possession and maintenance of a valid First Aid Certificate and Cardio Pulmonary Resuscitation (CPR) Certification.
3. Some positions in this class may require individuals who can read, write, and/or speak a second language.
4. Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record; and be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.

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.
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.

PHYSICAL ABILITIES (continued)

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 set up and operate hand and powered spray equipment for the application of pesticides, herbicides, soil sterilants, hormones, fertilizers, seeds, and soil amendments in a safe and effective manner.
23. Able to work with chemical agents in a safe and efficient manner without allergic reaction.
24. 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.
25. Able to operate a variety of maintenance motor vehicles in a safe and effective manner.

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 administrator will give the evaluation.

Approved by: Board of Education Date: January 13, 1994

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

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