

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

10/14/99
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TITLE: SENIOR GROUNDSKEEPER

QUALIFICATIONS

Knowledge of

1. Arboreal standards and guidelines necessary for the oversight of the district's tree program.
2. Basic English usage, reading, writing, and math at a level necessary to perform assigned tasks.
3. Common plant diseases and insect pests, including approved methods used in controlling same.
4. Computerized systems software and hardware related to the grounds department.
5. District operational procedures; basic principles of supervision.
6. Irrigation systems, valves, controllers, and backflow devices.
7. Methods, materials, tools, and equipment used in grounds maintenance, field preparation, irrigation, and gardening work.
8. Safe use, maintenance, and operation of groundskeeping tools, power equipment, and sprinkler systems.
9. Work order tracking and data collecting systems and procedures.
10. Safety rules and regulations related to grounds maintenance, plant disease, and pest control.

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 minimize labor and time costs.
9. Plan, organize, direct, or oversee the work of others.
10. Present and 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. Education equivalent to the completion of the twelfth (12th) grade.
2. Three (3) years of responsible 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. Possession and maintenance of a First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) Certificate.

REPORTS TO: Assigned Supervisor

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 in which to play.

ESSENTIAL FUNCTIONS

1. Assists supervisor ensuring that proper safety and health regulations and practices are observed.
2. Collaborates with supervisor to verify that landscaped areas are kept clean, leaves and debris raked, removed and properly disposed.
3. Confers with supervisor regarding projects.
4. Drives district vehicles and tractors as assigned.
5. Estimates materials and labor required for these projects.
6. Follows district policies and procedures.
7. Inspects tools and equipment and sees they are kept in proper working order.
8. Knows and understands the Mission and Core Values of the district.
9. Maintains all grounds systems. (arboreal, irrig, turf, weed and rodent abatement, fertilization, etc.)
10. May personally perform general grounds maintenance work typical of lower groundskeeping classes.
11. Participates in district in-service training as required.
12. Processes work orders.
13. Recommends preliminary performance standards on all subordinates.
14. Schedules work in cooperation with other operations.
15. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Makes needed repairs, makes minor repairs on groundskeeping equipment such as mowers, edgers, sprayers, backpack blowers, etc.
2. Observes and reports the need for non-grounds maintenance repairs to appropriate authority, takes action on grounds maintenance needs.

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.
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.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession of a valid license to test and repair back flow valves desired.
3. Possession and maintenance of a Class I Herbicide (California Commercial Applicator) Certificate desired.
4. 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
Amended by:	Board of Education	Date:	October 14, 1999

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

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