



LEAD GROUNDS MAINTENANCE

DEFINITION:

Under the supervision of the Supervisor-Grounds, leads and participates in a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; trains and provides work direction to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Leads and participates in skilled gardening work in maintaining landscaped shrub and lawn areas.
- Coordinates grounds maintenance activities to meet organization-wide needs; inspects completed work at school sites and locations to assure accuracy, completeness and compliance with established guidelines and procedures; coordinates response to work orders and administrative requests.
- Trains and provides work direction and guidance to assigned personnel; arranges employee schedules and assigns daily duties to grounds maintenance personnel; provides input concerning applicant interviews and employee evaluations.
- Estimates labor, material and equipment needed for grounds maintenance projects; monitors inventory levels of grounds maintenance materials and equipment; orders, receives and maintains inventory of materials and equipment.
- Plants, waters, trims, fertilizes, weeds, sprays and cultivates trees, plants, shrubs, lawns, fields, and flowers.
- Oversees fertilizing or spraying insecticides and herbicides on lawns and landscaped areas for weed and pest control.
- Assists with identifying diseased and infested trees, shrubs, plants and turf and reports or recommends corrective action to appropriate immediate supervisor.
- Assists with mixing and measuring pesticides for appropriate use as directed.
- Oversees installation, maintenance and repair of irrigation systems.
- Assists with maintaining proper water distribution of turf and shrub areas.
- Assists with maintaining inventory of supplies and equipment.
- Assists in testing and repairing of back flow devices.
- Levels ruts and holes on fields to assure a safe environment.
- Operates equipment including power mower, power edgers, tractors, large field mowers, trenchers, trucks, air compressors, cement mixers and various other pieces of assigned equipment.
- Performs duties in maintaining mowers and other equipment in clean, safe and operating condition including lubricating, blade sharpening and blade changes.
- Utilizes heavy equipment to perform task on various jobs including grading, roto-tilling, mowing and thatching.
- Assists as required in a variety of maintenance work throughout the District involving heavy manual labor and semi-skilled tasks.
- Assists with installing irrigation systems, maintain controllers, back flow devices and valves throughout the District.
- Drives a vehicle to conduct work.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles of training and providing work direction.
- Basic inventory methods and practices.
- Basic safety procedures related to plant disease and pest control, irrigation work and grounds maintenance.
- Irrigation systems, valves with a basic knowledge of back flow devices and controllers.

- **Common plant and turf diseases, insect pests and approved methods of controlling same.**
- **Various field mowers and tractors - their maintenance and operation.**
- **Oral and written communication skills.**
- **Operation and maintenance of hand and power tools and equipment used in groundskeeping.**
- **Basic record-keeping techniques.**
- **Health and safety regulations.**

Ability to:

- **Train and provide work direction and guidance to assigned personnel.**
- **Coordinate grounds maintenance activities to meet organization-wide needs.**
- **Lead and participate in a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.**
- **Maintain routine records.**
- **Observe health and safety regulations.**
- **Work cooperatively with others.**
- **Perform heavy physical labor.**
- **Work without immediate supervision and coordinate work for others.**
- **Understand and carry out oral and written instructions.**
- **Use various gardening and grounds maintenance tools and power equipment safely and efficiently.**
- **Maintain cooperative working relationships with those contacted in the course of work.**

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and three years grounds maintenance or irrigation installation and repair experience.

LICENSES AND OTHER REQUIREMENTS:

- **Valid California Class C driver's license.**

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Dexterity of hands and fingers to operate grounds maintenance equipment.**
- **Walking or standing for extended periods of time.**
- **Seeing to perform gardening and grounds work.**
- **Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.**
- **Sitting to operate tractors, mowers and other machines.**
- **Bending at the waist, kneeling or crouching.**
- **Reaching overhead, above the shoulders and horizontally.**
- **Heavy physical labor.**

WORK ENVIRONMENT:

Outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- **Subject to fumes, dust and odors.**
- **Exposure to cleaning agents and chemicals.**
- **Working on ladders.**
- **Seasonal heat and cold or adverse weather conditions.**

