

LEAD GROUNDSKEEPER

DEFINITION

Under general direction, plan, organize, schedule, and supervise the grounds maintenance crews of a high school and feeder schools, including crews performing gardening and groundskeeping, grounds equipment maintenance and operation, and tree trimming; may perform duties of Grounds Maintenance Worker.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Schedules, coordinates, and may participate in the activities of employees performing a variety of grounds maintenance functions.
2. Inspects school grounds including playground areas, to ensure safety of structure and terrain.
3. Assists and meets with management in setting priorities for District-wide grounds maintenance activities.
4. Assists with evaluating employee performance.
5. Arranges for the purchase of nursery stock and other gardening materials.
6. Estimates costs of labor and materials; coordinates work with outside contractors.
7. Interprets landscape blueprints.
8. Evaluates and assists in the selection of gardening supplies and equipment.
9. Assists with the District's pesticide and herbicide application program.
10. Conducts monthly safety meetings per the District IIPP.
11. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Principles, methods, techniques, materials, and tools pertaining to grounds maintenance; landscape design; varieties of fertilizers and their proper use; plant diseases and pests common to the area and methods used in their eradication and control.

Ability to:

Operate tractors, trucks, and other heavy grounds maintenance equipment; plan, organize, train, and supervise the work of others; estimate the cost of labor and materials; meet changing priorities and weather conditions, and respond to staff and public concerns regarding chemicals used and trees being trimmed or removed; operate a computer to access District's central irrigation timers and process work orders; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Graduation from high school; and three years experience in grounds maintenance including the operation of grounds equipment. Lead or supervisory experience desired.

License/Certificate Requirement:

Possession of a valid Class C California Driver's License; must remain insurable at the standard insurance market rate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in an outdoor setting, with exposure to all types of weather and temperature conditions, noise, dust, pollens, and potentially hazardous chemicals..

Physical: Primary functions require sufficient physical ability and mobility to work in a field setting; lift, carry, push, and pull heavy objects; bend, stoop, twist, squat, and reach; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

6/00

Revised 9/03;4/06;7/07