

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

GROUNDS MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Supervisor-Maintenance, Operations & Transportation, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; mow lawns, plant scrubs and plants; perform weed and pest control according to established patterns; participate in a variety of activities involved in the routine installation, repair and maintenance of designated irrigation systems and related parts, components and equipment and perform other related grounds maintenance duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.
- Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; sweep and blow walkways, parking lots and areas adjacent to buildings; edge walkways.
- Irrigate and cultivate trees, shrubs and other plantings
- Perform general grounds cleanup, including sweeping litter from walks and driveways; remove trash and pick up paper and debris on grounds areas, parking lots, playgrounds, athletic fields and other assigned areas; empty waste receptacles.
- Operate and maintain a variety of power-driven equipment such as mowers, edgers, clippers, blowers, power pressure sprayers and other equipment used in grounds maintenance work; utilize standard gardening hand tools.
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil.
- Maintain routine records related to assigned activities.
- Perform a variety of general maintenance duties as assigned.
- Apply pest control methods to eradicate insects and spray herbicides according to established procedures.
- Install and maintain lawn sprinklers systems as directed; troubleshoot irrigation malfunctions and perform minor repairs on irrigation equipment such as sensors, plugs, switches, electronic timers, valves, and connections as needed to repair systems leaks; refer major irrigation system repairs to outside agencies.
- Drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of experience performing general grounds maintenance duties.

Licenses and other Requirements

- Valid California Class C driver's license.

DESIRED QUALIFICATIONS:

- Some experience in the installation, maintenance and repair of irrigation is desirable.

Knowledge of:

- Basic grounds maintenance procedures including mowing, edging, raking and weeding.

- Methods, equipment and materials used in gardening and grounds keeping work.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Operation and maintenance of hand and power tools and equipment used in grounds keeping.
- Basic procedures, methods, techniques, materials, supplies, tools and equipment used in the installation, repair and maintenance of sprinklers and irrigation systems.
- Basic record-keeping techniques.
- Health and safety regulations.

Ability to:

- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Participate in a variety of activities involved in the installation, repair and maintenance of designated irrigation systems and related parts, components and equipment.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Understand and follow oral and written instructions.
- Maintain routine records.
- Observe health and safety regulations.
- Work cooperatively with others.

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.
- Driving a vehicle to conduct work.

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.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- 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.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Revised: 11/3/67, 2/9/05, 2/14/18

FLSA Status: Non Exempt