



JOB TITLE: GROUNDS LEAD PERSON

DEFINITION:

Under the direction of the Buildings Maintenance and Grounds Supervisor; assist in coordinating, scheduling and assigning grounds tasks and activities to assure the proper maintenance of district sites. Train and coordinate grounds personnel.

ESSENTIAL FUNCTIONS:

- Assist in coordinating, scheduling and assigning grounds services and activities to assure proper and efficient maintenance of District facilities. Train and coordinate grounds personnel as assigned.
- Inspect work sites and review work to assure the proper and efficient completion of assignments and compliance with standards of cleanliness, safety and security.
- Train and instruct grounds personnel in the proper performance of duties, appropriate use of chemicals and equipment and the implementation of safety practices and procedures as assigned.
- Communicate with the Buildings Maintenance and Grounds Supervisor and Principals concerning the scheduling, assignment and performance of grounds staff and grounds services.
- Assist Buildings Maintenance and Grounds Supervisor in preparing and maintaining grounds schedules and calendars; assist in arranging for substitute or relief personnel as necessary.
- Assist in ordering grounds supplies and equipment to maintain adequate stock; recommend the purchase of new equipment as needed.
- Assist in coordinating communication and activities with other District departments and personnel, public safety agencies, local utilities, contractors, vendors and others as necessary; attend various meetings, seminars and in-services.
- Prepare and maintain various records and reports related to grounds operations, activities and personnel as assigned.
- Perform related duties as assigned.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Any combination equivalent to: graduation from the twelfth grade supplemented by training in grounds service and two years increasingly responsible grounds experience including at least six months in a lead capacity.

Licenses and other Requirements:

Valid California driver's license; current DMV report (required with application).



Mental Demands:

Language Skills:

Ability to: learn, interpret, apply and explain legal requirements and processes related to assignment; understand and follow oral and written instructions; write reports and maintain records; effectively present information and respond to questions from District administrators, other staff, public safety representatives, and the general public.

Mathematical Skills:

Ability to: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:

Ability to: effectively analyze emergency situations, identify problems and develop and implement constructive solutions.

Other Skills and Abilities:

Demonstrate knowledge of:

Methods, equipment and materials used in grounds work.

Principles and practices of leading and training.

Requirements of maintaining school sites in a safe, clean and orderly condition.

Proper methods of storing equipment, materials and supplies.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Appropriate safety precautions and procedures.

Applicable laws, rules and regulations.

Demonstrate abilities to:

Coordinate and schedule grounds services and activities.

Train and supervise personnel.

Assign and review the work of others.

Instruct others in proper ground procedures and use of chemicals, materials and equipment.

Work independently with little direction.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Observe legal and defensive driving practices.

Establish and maintain cooperative and effective working relationships with others.

Inspect school sites and other District facilities to evaluate grounds services.

PHYSICAL REQUIREMENTS:

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.

Body Movement:

Regular Activities: stand for long periods of time; walk at a normal pace for extended periods of time; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb, bend, stoop, kneel, or crouch; hear sufficiently and speak clearly and distinctly enough to communicate



effectively with others in person and on the telephone; maneuver around high, narrow or crowded spaces.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 75 pounds and frequently lift, carry and/or move objects weighing up to 96 pounds.

Vision Requirements:

Ability to: see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

WORK 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.

Position Environment:

Outdoor environment. The work environment is moderately noisy.

Exposures, Risks and Hazards:

While performing the duties of this classification, the employee is regularly exposed to adverse weather conditions, fumes from and skin contact with toxic or caustic chemicals, effects of the sun, pollen, dust and normal hazards of vehicle traffic while traveling from site to site to conduct work.

Adopted by the Governing Board: July 20, 1999



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER