



JOB TITLE: GROUNDS MAINTENANCE

DEFINITION:

Under the direction of the Grounds and Maintenance Supervisor, perform a variety of gardening and grounds maintenance work in the care and maintenance of school grounds, playgrounds and landscaped areas of District facilities.

ESSENTIAL FUNCTIONS:

- Perform a variety of gardening and grounds maintenance duties in the planting, cultivation and maintenance of school grounds including lawns, fields, playgrounds and landscaped areas.
- Mow, trim and edge lawns and borders; prune and trim trees, hedges and shrubs; remove trees; weed and rake grounds; sweep sidewalks and related areas and remove debris.
- Prepare soil for planting; plant, fertilize and cultivate trees, grass, flowers, shrubs and other plants.
- Identify pests or weeds to be eradicated; select, mix and spray approved herbicides and soil treatment solutions.
- Operate a variety of grounds maintenance equipment and machines including lawn mowers, trucks, tractors, sprayers, edgers, clippers, chain saws and other hand and power tools: maintain equipment, tools and machines in clean and operative condition.
- Prepare fields for [physical education activities, assist in moving and arranging furniture for special events.
- Install, maintain and repair fences, playground equipment and walkways; maintain and repair small areas of blacktop.
- Perform maintenance of sprinkler systems.
- Maintain routine records, such as records of equipment and vehicle use and maintenance.
- Perform related duties as assigned.

Secondary Functions:

- 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: sufficient training to demonstrate the knowledge and abilities listed above including one year of gardening experience.

Licenses and other Requirements:

Valid California driver's license.

Mental Demands:

Language Skills:

Ability to: read and interpret documents such as safety rules, labels, application regulations and procedures; write routine reports and correspondence; understand and follow safety procedures; communicate effectively with others in English.

**Mathematical Skills:**

Ability to: add, subtract, multiply and divide, using whole numbers and common fractions; perform these operations using units of weight and volume measurement to mix chemicals.

Reasoning Ability:

Ability to: understand and follow oral and written instructions; interpret and assure conformance to health and safety regulations.

Other Skills and Abilities:

Demonstrate knowledge of:

Commercial methods, equipment and materials used in the planting, cultivation, pruning and maintenance of plants, shrubs, trees and lawns.

Lawn planting and cutting procedures.

Efficient methods of sweeping, raking, pruning and related grounds maintenance functions.

Health and safety regulations.

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

Proper methods of storing equipment, materials and supplies.

Routine maintenance and care of grounds maintenance equipment.

Demonstrated abilities to:

Perform a variety of gardening and grounds maintenance work.

Operate grounds maintenance tools and equipment in a clean and efficient working condition.

Perform heavy physical labor.

Observe legal and defensive driving practices.

Maintain routine records.

Establish and maintain cooperative and effective working relationships with others.

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 individual 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, 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 00/00/87

Updated and revised for ADA 1994

Revised June 17, 2014



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