



William S. Hart Union High School District
Personnel Commission - Classified Employment

Substitute Groundskeeper

OPEN CONTINUOUS

Released: October 3, 2018

THE POSITION:

William S. Hart Union High School District is accepting applications for **Substitute Groundskeeper** positions. Substitutes work on an as-need basis. Shifts are typically 8 hours per day.

Salary: \$13.51 per hour. Salary will increase to \$18.47 per hour if long-term status is achieved.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and one year of experience in a groundskeeping, landscaping or equivalent capacity. Please refer to Pages 2 through 4 for complete job description.

APPLICATION DEADLINE: **(OPEN CONTINUOUS)**

EXAM PROCESS:

Qualifications Appraisal Interview (QAI): Applicants meeting the minimum qualifications will be invited to a QAI as hiring needs arise. Invitations to the QAI will be emailed from mailbot@applitrack.com. **Please update your email account to allow email from this sender.**

<p>APPLICATION INSTRUCTIONS: All applicants must apply online at www.applitrack.com/hartdistrict/onlineapp. From the home page, go to the "External Applicants" section and select "Start an application for employment." If you have previously submitted an online application, select "Log-in" to access your saved application. Follow the steps as directed. <u>On the "Vacancy Desired" section, select Job ID #1729 (Substitute Groundskeeper).</u> Applicants submitted without a Job ID# will not be routed appropriately and will not be accepted. You will receive a confirmation email once your online application has been received.</p>

ALL APPLICANTS:

A qualifying QAI score must be achieved in order to be placed on an eligibility list. Ranking on a list is determined by scores attained plus any applicable veteran's points. As part of your rights, Merit Rule section 2.14.C, Review and Appeals of Examination states, "if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period". The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office at 661-259-0033, ext 410.

<p><i>The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 410 at least 48 hours prior to the QAI.</i></p>
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William S. Hart Union High School District**Position Description**

Position: Groundskeeper I	
Job Family: Maintenance and Operations	FLSA: Non-exempt
Approved by: Personnel Commission, September 17, 2009 Revised: October 9, 2013	Salary Range: 160

Summary

Under the direction of the principal or assigned administrator, performs a variety of work involving maintenance and beautification of public access grounds, gardens, roadways, walkways, parking areas, and sports fields. Works at an administrative office location or at a school site where work direction, oversight, and guidance are received from a Plant Manager.

Distinguishing Career Features

The Groundskeeper I is fully qualified in grounds maintenance. To be accepted as a Groundskeeper I, incumbents must demonstrate competency in landscape and grounds maintenance and beautification, an awareness of grounds safety, and preparing athletic fields. Advancement to Groundskeeper II is based on need and requires competency in operating specialized equipment and in-depth knowledge of turf management, irrigation and horticulture. Groundkeeper IIs will usually serve as part of a district-wide groundskeeping team, serving sites on a regularly scheduled basis, performing specific projects requiring advanced skill. Advancement to Groundskeeper III is based on need and compliance with the qualifications of the position, including the ability to lead a small groundskeeping team.

Essential Duties and Responsibilities

- Mows, edges, aerates, and performs spot re-seeding of lawns. Operates and cleans appropriate related equipment, which may include power walking and riding lawn-mowers, power blowers, edgers, aerators, seeders, common light duty trucks, and other motorized equipment requiring similar skill.
- Performs light trimming of shrubs, hedges, and trees. Hoes weeds and rakes lawns and gardens.
- Assists with landscaping projects. Constructs and contours raised beds, gardens, and drainage areas.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs building maintenance and cleaning duties of athletic facilities.
- Waters grounds areas. Sets up sprinkler systems and conducts repairs to assure continuous operation. Assists with construction and repair of irrigation systems.
- Assists with preparation of sports fields. Mows, grooms, paints, and lines athletic and public use play fields to comply with pre-set dimensions.
- Participates in setup of signs, goals, benches, trash cans, and bleachers for athletic or other events.

- May ready a school site for service; unlock and open gates and office access for staff and students; or place traffic signs and cones to direct drop-off/pick-up traffic.
- May collect refuse from trash receptacles located throughout the assigned site; haul refuse to one or more central storage and compacting locations using a light duty motorized cart and trailer; or collect and sort recyclable materials.
- May maintain trash receptacles and central storage/compacting locations in clean, orderly and safe condition; or wash and replace trash receptacles with liners.
- Patrols walkways, parking lots, campus slope areas and other public areas to keep free of debris and trash.
- Assists a Plant Manager on an “as-needed” basis for projects such as moves, assemblies, cleanup, and repairs.
- Maintains in-ground drains and rooftop drainage systems, keeping clear of debris.
- Programs and adjusts electronic irrigation time clocks and makes seasonal adjustments as needed.
- May apply fertilizers, herbicides and pesticides to areas. Places postings where pesticides are being applied. Disposes of product containers per instructions and applicable environmental regulations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Procedures, methods and techniques of grounds and landscape maintenance and beautification.
- Safe lifting techniques.
- Techniques for safe handling, storage, and disposal of hazardous materials.
- Proper and safe application of fertilizers, herbicides, and pesticides.
- Routine setup, troubleshooting, and maintenance of sprinkler irrigation systems.
- Human relations skill to interact with co-workers, staff, and students.
- Arithmetic skills to calculate weights, proportions, and sums.

Abilities

- Requires the ability to perform all of the essential duties of the position.
- Maintain lawns, athletic fields, and gardens.
- Operate and service common grounds and landscape maintenance tools, equipment and vehicles including, but not limited to power riding lawn mowers and power blowers.
- Plant, cultivate, prune, trim and care for plants, trees, and lawns.
- Calculate fertilizer application amounts and apply them in a safe manner.
- Identify common plant, insect and nutrient deficiencies.

Physical Abilities

- Stand for extended periods of time.
- Walk up to 400 yards uninterrupted.
- Carry lightweight tools and supplies 100 yards.
- Manipulate, lift, carry, and move, weights of up to 75 pounds on a regular basis for a distance of 2 yards.
- Push, pull, and guide materials over 75 pounds on an occasional basis.
- Climb (e.g. ladders), work on uneven surfaces/slopes, stoop, kneel, bend, and crouch on a

regular basis.

- Hand-eye coordination.
- Hand and finger dexterity, including ability to grasp.
- Visual acuity to operate common grounds equipment and machinery, and to read instructions and safety information.
- Auditory ability to hear machinery sounds and alarms.
- Near and far visual acuity to read printed materials and observe moving equipment and objects.
- Speaking ability to carry on ordinary conversations.
- Ability to work in extreme temperature conditions.

Education and Experience

High School diploma or equivalent and one year of experience in a grounds keeping, landscaping or equivalent capacity.

Licenses and Certificates

Requires a valid Driver's License.

Working Conditions

Work is performed mostly outdoors where significant health and safety considerations exist from physical labor and working with machinery.