

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT**

JOB TITLE: LEAD GROUNDS MAINTENANCE WORKER

**BASIC FUNCTION**

Under general supervision the Director of Maintenance, Operations, Facilities Development & Transportation, to assist in the planning, scheduling, and leading of grounds maintenance personnel; to inspect, review, and evaluate the grounds maintenance operation and activities; to provide input concerning unusual grounds maintenance functions and activities; and to do other related work as required. Incumbents in this classification provide students, staff, and the public with well-maintained and safe building infrastructure, facilities, and grounds which directly supports learning.

**ESSENTIAL JOB FUNCTIONS**

- Establishes work crew priorities, organizes, schedules, coordinates, and participates in the maintenance of school grounds and related facilities
- Schedules and maintains a grounds preventative maintenance program
- Inspects grounds and landscaped areas to ensure against safety hazards and improper preventative maintenance
- Evaluates the grounds and landscaped areas and determines pruning, irrigation, and fertilization needs, and weed, insect, and pest control tasks
- Operates a variety of power grounds heavy duty equipment, including large gang mowers, tractors, trenchers, back hoe equipment, dump truck, fork lift, jack hammer, concrete saw cutter sweepers and similar equipment
- May assist in the layout of sprinkler and irrigation systems
- May participate in sprinkler and irrigation system installation and maintenance
- Leads, organizes and participates in the preparation of grounds areas, including the construction of forms and headers for concrete and asphalt application, and preparing soil to lay sod
- Leads and participates in the inspection, repair and maintenance of playground and athletic field equipment and fixtures, which may include welding, straightening, and metal fabrication
- Sprays for weeds and insect control under the license of the Grounds Maintenance Worker-Pest Control as permitted by regulations
- Requisitions supplies, materials, and equipment (including rental of heavy equipment) as required to support efficient and effective performance of grounds maintenance activities
- Maintains a variety of records pertaining to grounds maintenance activities, time and material costs, and personnel performance data
- Provides, when requested by supervisor, technical input regarding day-to-day activities of the grounds department for the supervisor's use when preparing the performance appraisal of grounds personnel
- Operates a computer to research materials, find products needed, estimate costs and document activities and status of work orders
- Requisitions rental of heavy equipment when required
- Drives assigned service vehicle to and from work sites throughout the District
- Contacts vendors and obtains prices and services
- May assist in moving and arranging of bleachers, furniture, and a variety of other equipment for special events (e.g. graduation, summer projects, new construction, etc.)
- Performs other duties related to the class as assigned

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### JOB REQUIREMENTS – QUALIFICATIONS

#### Skills, Knowledge and/or Abilities Required:

##### Skill to:

- Operate power driven grounds maintenance equipment
- Make minor adjustments and repairs on the equipment
- Operate the variety hand and power-tools and related equipment utilized in improvement, cultivation and care of landscaped areas
- Organize, instruct and assess the work of assigned grounds personnel

##### Knowledge of:

- Operation, use, and maintenance of grounds maintenance equipment
- Methods, techniques, supplies, materials, and equipment utilized in grounds maintenance functions and activities
- Sprinkler and irrigation systems
- Common fertilizers, insecticides, and herbicides
- Principles of organization, coordination, and employee motivation
- Safe working methods and procedures

##### Ability to:

- Lead grounds maintenance workers and perform technical grounds maintenance tasks
- Skillfully and effectively operate a variety of grounds maintenance equipment and tools
- Perform heavy manual activities
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Operate a computer to research materials, find products needed, estimate costs and document activities and status of work orders
- Suggest procedural improvements to superior as appropriate
- Handle difficult situations skillfully using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions

### PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. The work may involve ascending and descending ladders, stairs, ramps, trenches and slopes, and will involve walking or standing for extended periods. If someone can do heavy work, it is deemed that he or she can also do medium, light, and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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**EXPERIENCE AND EDUCATION REQUIREMENT**

Experience:

Three (3) years of experience in grounds maintenance or related work, preferably including one (1) year in a lead or supervisory capacity.

Education:

Equivalent to the completion of High School, including training or coursework in landscape maintenance functions and in the use of common fertilizers, insecticides, and herbicides.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a valid California Class C, or higher, Motor Vehicle Operator's License to drive District-assigned vehicle

**CONDITION OF EMPLOYMENT**

- Insurability by the District's liability insurance carrier