

UNION SCHOOL DISTRICT

CLASS TITLE: GROUNDS MAINTENANCE LEAD

BASIC FUNCTION:

Under the direction of the Manager of Maintenance & Operations, the Grounds Maintenance Lead worker leads assigned staff and performs a variety of grounds maintenance activities to support all school sites; ensures areas are maintained in a clean, orderly and secure condition; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Grounds Maintenance:

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; maintain grounds and other assigned areas to ensure a safe, clean and attractive environment for students, staff and the public.

Perform regular safety checks of grounds equipment to ensure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required.

Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blueprints, sketches and specifications; estimate time, material and equipment requirements for assigned projects.

Operate various heavy equipment such as rider mowers, tractor, backhoe, forklift and other hand-held grounds equipment to mow, edge, trim, and water lawns, fields and other turf grounds; edge walkways; hoe and pull weeds and rake leaves; sweep/blow litter from walks, driveways and other assigned areas. May be required to haul any of these pieces of equipment from site to site.

Identify and report maintenance problems.

Monitor inventory levels of grounds supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment.

Ensure security of facilities during assigned hours; lock and unlock gates, doors and windows; turn alarms on or off according to established procedures; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel.

Move and arrange furniture and equipment on a limited basis; set up facilities for special events and meetings.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components as needed.

May be called upon to perform overtime in case of emergencies.

Attend mandatory trainings as required by your position.

Lead:

Lead assigned Grounds Maintenance workers in performing grounds activities at multiple school sites; coordinate grounds functions to meet District needs; assist in establishing timelines and priorities; ensure

related activities comply with established standards, policies and procedures.

Train and provide work direction and guidance to assigned personnel; arrange employee work schedules and assign daily duties to Grounds personnel as required.

Report safety, sanitary and fire hazards to appropriate personnel; remain on call and respond to emergency requests as needed.

Coordinate work orders and ensure work is done in a timely manner.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE OF:

Understanding of the demands of grounds maintenance work to a sufficient degree to lead and assist in all areas, as necessary.

- Proper methods of storing equipment, materials and supplies;
- Basic grounds maintenance procedures including mowing, edging, raking and weeding;
- Methods, equipment and materials used in gardening and grounds maintenance work;
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs;
- Operation of hand and power tools and equipment used in grounds maintenance;
- Requirements of maintaining District grounds in a safe, clean and orderly condition;

Principles of training and providing work direction;

Basic inventory methods and practices;

Oral and written communication skills;

Interpersonal skills using tact, patience and courtesy;

Appropriate safety precautions and procedures;

Record-keeping techniques;

Proper lifting techniques; and

Material Safety Data Sheets (training provided if necessary).

ABILITY TO:

Lead assigned Grounds workers performing activities at multiple school sites to maintain grounds areas in a clean, orderly and secure condition;

Ensure grounds areas are maintained in a clean, orderly and secure condition;

Train and provide work direction and guidance to assigned personnel;

Assign employee duties and inspect completed work for accuracy;

Communicate effectively both orally and in writing;

Establish and maintain cooperative and effective working relationships with others;

Use materials and equipment in a safe and efficient manner;

Operate and maintain a variety of grounds equipment;

Observe and report safety hazards and need for maintenance and repair;

Observe health and safety regulations;

Meet schedules and time lines;

Maintain various records related to assigned activities;

Use various grounds materials and methods;

Learn and apply appropriate safety precautions and procedures;

Learn and apply proper lifting techniques;
Inspect and ensure the security of facilities during assigned shift;
Perform minor non-technical repairs;
Understand and follow oral and written directions;
Establish and maintain cooperative work relationships with those contacted during the performance or required duties, including school personnel, students, parents and the community;
Effectively prioritize daily/weekly/monthly tasks;
Effectively work as a member of a team;
Model appropriate behavior and interact appropriately around preschool and school age children; and maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient education and experience to demonstrate the knowledge and abilities listed above and a good work history demonstrating reliability and the ability to work independently. Six-years experience performing related duties preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Motor Vehicle Operator's License may be required;
Copy of DMV Report – to evidence satisfactory driving record;
First Aid and/or CPR (may be required; training will be provided);
Pre-employment Physical.

If required training will be provided:

Valid Forklift certification;
Some positions in this class may require a valid and appropriate EPA (Environmental Protection Agency) certification.

WORKING CONDITIONS:

ENVIRONMENT:

Primarily outdoor work environment;
Seasonal heat and cold, humidity and rain or adverse weather conditions;
Subject to fumes, dust and odors;
Wear appropriate safety equipment such as gloves, masks, closed toe shoes, safety glasses.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and instructions;
Ability to conduct verbal conversation;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Climb slopes, stairs, steps and ladders;
Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
Lift up to 50 or more pounds frequently;
Carry up to 50 or more pounds frequently;
May sustain heavy physical effort for 8 hours;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Ability to work in a safe and effective manner in the following: at various elevated heights on ladders,

roofs, and in restricted spaces, with a variety of chemical agents without allergic reaction; and Demonstrate manual dexterity necessary to perform fine motor skills during grounds maintenance procedures and operate both manual and power hand tools, operate a variety of powered equipment and tools commonly associated with grounds maintenance services.

HAZARDS:

Exposure to cleaning agents and chemicals;
Exposure to blood borne pathogens;
Exposure to bodily fluids;
Working with and around machinery having moving parts;
Climbing ladders and working at heights;
Power saws and flying debris or nails;
Exposure to fumes from paints and solvents;
Noise.

Range: 716

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.