

**Central Valley School District  
Job Description #903**

**TITLE            Groundskeeper Assistant**

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**GENERAL SUMMARY**

This position's responsibilities are to install, alter, repair and maintain district grounds and grounds equipment, including planting, fertilizing, pruning, mowing and general maintenance to ensure safe and attractive district grounds.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Groundskeeper Assistant may perform all or a combination of the following:

1.     Maintain district grounds, athletic and play fields; weeds, edges, mows, waters, fertilizes and provides a variety of grounds maintenance services.
2.     Performs a variety of horticultural duties; plants a variety of shrubs, trees and flowers; prunes and fertilizes; applies a variety of insecticides as needed; performs landscaping installations and improvements.
3.     Monitors condition of grounds throughout the district; inspects and corrects a variety of conditions.
4.     Monitors condition of playground equipment for safety; inspects and repairs equipment as necessary.
5.     Maintains and repairs a variety of groundskeeping equipment, including mowers, tractors, trucks, trimmers and hand equipment.
6.     Maintains inventory of grounds supplies and equipment; informs supervisor of needed supplies and replacements; places routine orders; drives to secure materials as required.
7.     Secures area when mowing, spraying or performing other potentially injurious functions to ensure student and staff safety.
8.     Perform other duties as required.

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**OTHER FUNCTIONS**

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**REPORTING RELATIONSHIPS**

This position reports to the Supervisor of Maintenance

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**MENTAL DEMANDS**

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**PHYSICAL DEMANDS**

Required to stand, stoop or crouch for prolonged periods; occasionally required to move heavy objects weighing more than forty (40) pounds; required to operate power equipment such as mowers and tractors; required to take precautions when operating equipment with cutting potential and to avoid exposure to insecticides and other landscaping chemicals and their fumes; required to wear protective gear such as gloves or masks; exposed to noise from power equipment; grounds maintenance requires working outdoors in inclement weather; required to work from ladders or scaffolds; required to take precautions to avoid injury when felling trees with chain saw or using other power equipment.

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**QUALIFICATIONS:**

1. Ability to distinguish insecticides and hazardous chemicals.
2. Ability to operate a variety of grounds maintenance equipment and tools.
3. Knowledge of grounds repairs and maintenance.
4. Ability to mow, plant, water, prune and fertilize trees, shrubs, flowering plants and grounds.
5. Knowledge of safety procedures.
6. Ability to follow verbal or written instructions.
7. Ability to work independently with minimal supervision.
8. Skill in identifying and correcting equipment problems.
6. Current driver's license and evidence of good driving record.

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**UNIT AFFILIATION**

Maintenance

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Created 12/03