

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

GROUNDSKEEPER - HEAD

Classification: Range 36

BASIC FUNCTION:

Perform a wide variety of services related to the upkeep, maintenance, and development of school grounds and other work as required. Provides work direction to staff in grounds department under the supervision of the Business Manager; assist in their supervision and evaluation.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Perform routine grounds maintenance duties on assigned District and school grounds; fertilize and plant trees, grass and shrubs.

Water lawns, trees and shrubs utilizing sprinkler systems; repair and replace sprinkler heads.

Inspect, service, repair, and assist in the installation of sprinkler systems.

Plant and fertilize trees, shrubs, and grass.

Oversee and participate in the pruning, planting, trimming and removal of trees, shrubs and hedges.

Operate assigned mowers and other motorized equipment in the maintenance of District landscaped areas; operate and maintain hand and power tools and equipment; operate trucks, trailers, tractors and other equipment to load, unload and transport materials and equipment; assure equipment and vehicles are in proper working order.

Rake leaves and lawns; hoe weeds; spray herbicides and pesticides according to established methods and procedures.

Prepare track and playing fields for athletic events; line and aerate fields; participate in the renovation of athletic fields.

Prepare and maintain a variety of routine records, including site evaluations, spray applications and others.

Perform minor repairs on grounds tools and equipment; maintain hoses, supplies, tools and equipment in proper condition.

Assist other grounds and maintenance personnel with daily work assignments as directed.

Inspect work to be completed; estimate material and labor costs; prioritize and schedule work; order supplies according to established procedures.

Train and provide work direction and guidance to assigned staff; oversee time cards for assigned staff; schedule vacations for staff; inspect and oversee grounds maintenance work and special projects to assure compliance with established procedures; conduct training sessions for new and current employees related to equipment operations, safety, herbicide, pesticide and rodent abatement procedures; participate in the interviewing and selection of personnel.

Oversee the safe application of approved herbicides and pesticides; oversee the removal of rodents and other pests. Serve as the coordinator for the Integrated Pest Management Program (IPM).

Work from plans and sketches in carrying out landscaping projects.

Schedule and oversee normal preventive maintenance and repair of equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in groundskeeping work.

Operation and maintenance of hand and power tools and equipment used in groundskeeping.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Methods and materials used in controlling pests, insects and weeds.

Proper operation of heavy grounds equipment.

Basic maintenance and repair of irrigation systems.

Basic record-keeping techniques.

Proper lifting techniques.

Requirements of Integrated Pest Management (IPM) program.

Procedures and practices of Healthy Schools Act.

Principles and practices of training and providing work direction to assigned staff.

ABILITY TO:

Perform general grounds maintenance duties safely including mowing, edging and weeding.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Apply specialized chemicals to control and eradicate weeds, insects and other pests.

Operate heavy power equipment used in groundskeeping.

Use and maintain a variety of hand and power tools in groundskeeping work.

Perform minor repairs of grounds tools and equipment.

Sharpen mowing equipment using precision equipment.

Perform heavy manual labor.

Observe legal and defensive driving practices.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Estimate materials and supply needs.

Provide work direction to assigned staff.

Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible experience in farming, gardening or grounds work.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.

Subject to noise from equipment operation.

Driving a vehicle to conduct work.

Adverse weather conditions.

Exposure to pollen, noise, dust and fumes.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance tools and equipment.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Walking over rough and uneven surfaces.

Lifting, carrying, pushing or pulling heavy objects.
Climbing ladders.

HAZARDS:

Working at heights.

Working around or with equipment having moving parts.

Subject to noise from equipment operation.