



## **JOB DESCRIPTION**

**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
426 North Blackstone, Tulare, CA 93274



### **Lead Groundskeeper**

Revised 7/11

#### **DEFINITION**

Under the supervision of the Maintenance and Operations Supervisor, plans, schedules, organizes, and supervises the upkeep of the grounds at the school site; and other related duties as required.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Supervises the grounds maintenance of schools/sites and provides direction to groundskeepers. E
- Prepares work schedules for personnel under supervision. E
- Sets schedules for mowing and watering lawns, schedules planting and care of shrubs, lawn, trees and/or flower beds. E
- Schedules sweeping of parked areas, tennis courts, and other paved areas. E
- Assigns personnel to operate equipment such as mowers, sweepers, trucks, and other equipment. E
- Properly maintain grounds equipment and sprinkler systems. E
- Performs general grounds maintenance work including watering and mowing lawns. E
- Blows and sweeps sidewalks, parking lots, tennis court areas, and other assigned areas. E
- Maintains athletic fields and prepares them for events. E
- Operates and maintains mowers, sweepers, and other equipment used in the care of grounds. E
- May drive a school vehicle for other tasks as needed and as assigned. E
- Inspect tractor and mower for safe and proper operation. E
- Travel to other sites to maintain grounds. E
- Monitor campus for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate. E
- Maintain routine records of work orders, equipment repair and maintenance and chemical applications. E
- Perform maintenance work such as touch up painting. E
- Repair sprinkler and irrigation pipes. E
- Respond to emergency call outside of normal work hours. E
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education**

High School Diploma or equivalent

##### **Experience**

Two years experience in the care of school grounds desired

##### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California Driver's License

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of**

- Methods, materials and equipment used in the care of school grounds.
- Read and understand Material Safety Data Sheets (MSDS).
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Safe work procedures in the operation of hand and power tools and equipment.

- Cultivating, fertilizing, watering and spraying of flowers, trees, shrubs, grass, etc.
- Herbicides and other chemicals used in grounds maintenance (training provided as necessary).
- Operation and maintenance of hand and power tools and equipment used in grounds keeping.
- Methods and materials used in controlling pests, insects, and weeds.
- Safe and defensive driving practices and methods.
- Record keeping techniques.
- Basic fire safety and security regulations for school facilities.
- Safety best practices and work methods.
- Proper lifting techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

### **Ability to**

1. Plan, coordinate, and perform specialized grounds keeping in the care and maintenance of District and site grounds.
2. Utilize independent judgment in performing grounds maintenance and activities.
3. Mow, edge, water, weed, fertilize, cultivate lawns, flowerbeds, athletic fields, and other landscaped areas.
4. Mix and apply chemicals to control and eradicate weeds, insects, and other pests.
5. Perform heavy physical labor.
6. Operate a variety of power and hand tools and light motorized equipment including tractors, power mowers, edgers, and weed eaters.
7. Maintain routine records such as work orders, equipment repair and maintenance, chemical applications, irrigation schedules, and overtime assignments.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a variety of district vehicles and equipment.
10. Understand and carry out oral and written instructions/directions.
11. Make appropriate decisions without assistance from immediate supervisor.
12. Demonstrate safe work habits and observe all applicable workers safety practices; including the use of required personal protective equipment.
13. Meet schedules and timelines.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Driving a vehicle and operate mobile motorized equipment to conduct work.
- Working on ladders at varying heights.
- Exposure to chemicals, fumes; noise from vehicle and equipment operation, dust, dirt, oil/grease, gases, and pollen.
- Working with or around machinery with moving parts.
- Subject to loud noises.

### **Physical Demands**

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Occasional stooping, kneeling.
- Repeated bending.
- Dexterity of hands and fingers to operate grounds equipment and tools.
- Repetitive use of wrists and/or hands.
- Ability to maintain balance.
- Reaching overhead, horizontally and above the shoulders.

- Rapid mental/muscular coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.

### **Hazards**

- Working with chemicals, tools, and powered machinery.