



## PERSONNEL COMMISSION

**Class Code: 0172**  
**Salary Range: 16 (C1)**

### GROUNDSKEEPER

#### JOB SUMMARY

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plant, cultivate, prune, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways; pick up and dispose of cuttings, branches, leaves and other debris following assigned tasks. **E**
- Mow, edge, trim, and water lawns, fields and other turf grounds; prepare soil for fertilization utilizing a hoe, rototiller or other tools; fertilize soil; water various grounds areas by hand or by operating the irrigation system. **E**
- Operate a variety of power-driven equipment such as walk-behind mowers, edgers, blowers, walk behind aerators, chain saws, vacuums and other equipment used in grounds maintenance work; utilize standard gardening hand tools; drive a District truck to conduct work. **E**
- Apply pest control mechanical methods such as hoeing and weeding. **E**
- Operate sprinkler systems; manually engage or set automatic time clocks; make minor repairs and assure proper operation of irrigation systems; inspect and clean drains and gutters to assure proper drainage. **E**
- Maintain grounds maintenance equipment in safe operating condition; perform routine maintenance on equipment such as sharpening blades, lubricating equipment and replacing parts as needed. **E**
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas; clean, sweep, drag and maintain artificial turf areas; operate related equipment. **E**
- Assist in the moving and arranging of bleachers, furniture and a variety of other equipment for special events; pick up and deliver supplies, furniture and equipment as assigned by the position. **E**
- Communicate with District personnel to exchange information and resolve issues or concerns related to grounds maintenance activities. **E**
- Maintain routine records related to work orders and grounds maintenance activities.

- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Groundskeeper classification is assigned to a particular school or site, ordinarily a secondary school or to a traveling crew that services several schools or sites. This position does not require technical knowledge of gardening, plants, insecticides and fertilizers.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Basic grounds maintenance procedures including mowing, edging, raking and weeding.  
Methods, equipment and materials used in gardening and groundskeeping work.  
Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.  
Operation and maintenance of hand and power tools and equipment used in groundskeeping such as walk behind mowers, edgers, blowers, vacuums and standard gardening hand tools.  
Methods and materials used in controlling pests, insects and weeds.  
Basic record-keeping techniques.  
Oral and written communication skills.  
Health and safety regulations as established by the State Education Code and District.

#### **Ability to:**

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.  
Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.  
Maintain athletic areas in a safe condition.  
Operate hand and power tools and other equipment used in groundskeeping such as walk behind mowers, edgers, blowers, vacuums and standard gardening hand tools.  
Perform routine maintenance on grounds maintenance equipment.  
Understand and follow oral and written instructions.  
Maintain routine records.  
Communicate effectively both orally and in writing.  
Work cooperatively with others.  
Observe health and safety regulations as established by the State Education Code and District.

**Education and Training:**

Completion of the eighth grade.

**Experience:**

Six months of paid residential or commercial gardening or landscaping work.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a District truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 10/24/2002

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