

Escondido Union High School District Job Description

Job Title: Groundskeeper
Employee Unit: Classified Bargaining Unit
Job Family: Maintenance & Operations
FLSA Status: Nonexempt
Salary Level: 22
Approved By: Board of Education
Approved Date: 8/27/13

NATURE OF WORK

Maintains grounds and athletic fields at a high school campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Seeds, aerates and prepares grounds for planting.

Plants lawns, trees, shrubs and flowers.

Fertilizes and sprays on lawns and landscaped areas.

Hoes, weeds, rakes, removes trash from planted areas and school grounds.

Prunes trees; trims shrubbery and hedges.

Installs, repairs sprinkler systems.

Irrigates and waters grounds and athletic fields.

Drags, levels and, paints/lines and otherwise prepares fields for athletic events.

Maintains groundskeeping equipment and tools.

Notifies Head Custodian concerning needs for supplies and equipment.

May clean bleachers, benches, parking areas and/or move furniture.

Responds to administrative requests for assistance throughout the school day.

May use water spray blaster to clean concrete.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); minimum one year experience in landscaping, athletic field maintenance, parks or golf course. Some classes in plant science or landscaping helpful.

KNOWLEDGE OF:

Various landscape, garden equipment, tools, fertilizers, sprays; sprinkler systems and irrigation.

ABILITY TO:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; effectively present information and respond to questions from administrators, coaches, other employees, students, and outside agencies; work with a minimum of supervision and maintain cooperative relationships with other employees and students; use various gardening and landscaping equipment, including riding mowers, hand tools, etc.; apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form; deal with problems involving several concrete variables in standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate proportions, percentages, area, circumference and volume; apply concepts of basic geometry.

CERTIFICATES, LICENSES, REGISTRATIONS

California Driver's License.

Current 1st Aid/CPR/AED/ Certification

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, climb or balance, and detect odors. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; risk of electrical shock; and combustible substances. The noise level in the work environment is usually loud.

COMMENTS

The individual assigned to this position will be directly responsible for either the campus grounds or the athletic fields. This person will be interrupted numerous times to perform custodial tasks or provide other assistance. Must be flexible and have the ability to leave a task and return to it smoothly and without frustration.