

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: Groundskeeper I**

#### **DEFINITION:**

Under the general supervision of the Maintenance Supervisor, performs all the duties related to grounds/maintenance department; operates a variety of grounds equipment.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Maintains school grounds to the specified standards of the district
- Maintains lawns, shrubs, trees and bedding plants appropriate for the soil and climate conditions
- Responsible for the safe and effective use of all chemicals needed to properly maintain lawns, trees, shrubs and bedding plants. Uses organic methods of pest control before resorting to chemical means
- Operates and maintains all equipment necessary for the proper maintenance of district's grounds in a safe and effective manner
- Performs heavy labor and other related duties in conjunction with normal job duties
- Performs other related work as required by the Maintenance/Operations department

#### **REQUIRED QUALIFICATIONS**

##### **ABILITY TO:**

- Communicate well with Supervisor and Groundskeeper II
- Work effectively in the grounds/gardening area
- Understand and carry out oral and written directions
- Operate and use a variety of grounds/gardening equipment
- Utilize basic methods, materials, and tools used in grounds maintenance and gardening
- Understand the correct application and disposal procedures of materials/chemicals used in groundskeeping
- Repair blacktop and concrete surfaces
- Understand and utilize the principles and methods of basic organic gardening
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information
- Maintain cooperative relationships with those contacted in the course of work

##### **EXPERIENCE:**

- Two years of direct or closely-related professional experiences in grounds/gardening employment

**EDUCATION AND LICENSES:**

- Must possess and maintain a valid California Driver's License
- High school or equivalent

**DESIRABLE QUALIFICATIONS**

- Additional experience in mechanical trades
- Ability to communicate in Spanish

Revised: 5/20/1997

Approved: 6/3/1997

Reviewed by Classification Study Committee: July 27, 2016

Approved: 5/1/18