

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Groundskeeper Lead

DEFINITION

Under the general supervision of the Director of Maintenance & Operations, the Groundskeeper Lead organizes, coordinates and participates in the work of employees engaged in performing grounds maintenance and gardening work and performs related duties as required. The Groundskeeper Lead coordinates-and may perform all duties assigned to Groundskeeper I and Groundskeeper II.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Determines priorities for, schedules and facilitates work orders and projects
- Acts as district integrated pest management coordinator
- Coordinates with other district departments as required
- Contacts individual school site personnel regarding hazardous chemicals and/or grounds problems
- Detects, identifies and recommends treatment of plant problems
- Designs, estimates costs of and prepares landscaping plans including working drawings
- Prepares cost, budget and operational reports
- Recommends acquisition of and purchases approved landscaping/grounds maintenance tools and equipment
- Orders material for landscaping and grounds maintenance
- Trains, and coordinates the work of grounds maintenance personnel
- Coordinates and works with maintenance staff on assigned projects
- Constructs planter boxes and planting areas; prepares ground for plant and shrubs
- Plans, coordinates, supervises and participates in the planting, fertilizing, watering, trimming and pruning of shrubs, trees, flowers, and lawns
- Maintains and repairs blacktop and cement walks, fences, etc.
- Plans, installs and maintains irrigation systems, cement and blacktop pads, walkways, curbs, etc.
- Recommends and conducts a preventive program for the maintenance of District grounds, grounds equipment and vehicles
- Makes a calculation for, applies, assigns applications of and records use of pesticides and fertilizers; acquires necessary permits; trains other staff in safe application practices
- May perform tasks requiring special certification in handling and application of pesticides and other chemicals
- Mixes and applies fertilizers and insecticides
- May use power and riding mowers, power and hand tools, blowers, aerators, sweepers, etc.
- Operates and assigns grounds maintenance equipment

- Directs or participates in grading, preparing and lining of athletic fields
- Oversees or performs the installation, the repair of, and inspection of playground equipment, landscape apparatus and facilities
- Performs heavy manual labor
- Uses equipment requiring special certification
- May handle hazardous chemicals
- Performs assigned duties in a safe manner
- Trains other staff members in safe application practices
- Performs other related work as required by the Maintenance/Operations department

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Methods, supplies, and safe use of tools in planting, cultivating and caring for flowers, trees, shrubs and lawns
- Turf and grounds requirements for athletic events
- Irrigation system planning, operation and installation
- Landscape design and landscape maintenance
- Safe application and appropriate use of pesticides
- Appropriate treatment of plant diseases and pests
- Basic computer operation
- Laws and regulations applying to schools
- Safe work practices

ABILITY TO:

- Read, write and speak English sufficiently to successfully perform required duties
- Hear, speak, and write to receive and exchange information, communicate effectively
- Read and follow label directions when using any materials and/or equipment
- Exercise extreme caution when using hazardous materials and/or equipment by adhering to the specified warnings
- Perform heavy manual labor and physically demanding tasks, including stooping, climbing, lifting, carrying, standing for long periods of time, and riding large mowers and operating heavy equipment
- Repair equipment, weld and to fabricate necessary materials
- Coordinates the work of others in a positive manner while maintaining a collaborative team
- Work alone productively for long periods of time
- Keep accurate records
- Provide instruction to staff in the safe and effective use of pesticides
- Design and implement landscaping plans
- Perform general gardening and grounds keeping work
- Use various gardening and grounds maintenance tools, supplies, and power equipment safely and efficiently
- Effectively supervise the work of others

- Maintain insurability to drive a District vehicle
- Establish and maintain an effective working relationship with co-workers, supervisors, students and the public
- Pass required federal drug/alcohol testing program for commercial driver license

EXPERIENCE:

- Any combination equivalent to five years of increasingly responsible experience in gardening or grounds maintenance, with experience supervising others
- Additional related experience and/or training that would indicate possession of the above skills and abilities

EDUCATION AND LICENSES:

- High school diploma or equivalent
- Must possess and maintain a valid CA Driver's License
- Ability to obtain within 5 months of hire playground inspection certification
- Ability to obtain within 5 months of hire certification to use pesticides (Qualified Applicators Certificate)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Physical strength/agility sufficient to perform a wide variety of frequent physical tasks including moving equipment/furniture, operating equipment, lifting, stooping, bending
- Lift 50 lbs., carry, climb, stoop, bend, reach and perform demanding physical tasks
- Indoors and outdoors work environment; subject to noise from equipment operation; regular exposure to fumes, dust and odors; subject to driving a vehicle to conduct work
- Manual dexterity of hands and fingers to operate a variety of specialized equipment, hand and power tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally to shelve and retrieve items in high places; standing for extended periods of time; bending at the waist
- Successful passage of post offer/pre-employment physical required

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

Revised: 4/14/ 17

First Reading: 6/7/17

Second Reading: 6/20/17

Board Approved: 6/20/2017