



Grounds Caretaker

Classified Range: 30

Board Approved: 04/11/2019 P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general Facilities supervision, performs routine grounds maintenance and repair duties on District grounds including landscaped areas, athletic fields, and hardscapes. Maintains lawns, grounds, other cultivated areas, hardscapes, and irrigation systems. Operates and maintains a variety of light and heavy power grounds equipment that is required to perform grounds maintenance work.

Employees at the Grounds Caretaker level are fully aware of the operating procedures and policies of the work unit and are expected to perform duties with minimal direction and immediate supervision. Employees within this class are distinguished from the Lead Grounds Caretaker in that the Lead Ground Caretaker provides lead supervisory responsibilities over assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs routine ground maintenance duties on District ground including landscaped areas and athletic fields; mows, edges, weeds and maintains lawns, fields, flowerbeds and other landscaped areas; trims and prunes shrubs, hedges, and trees; applies repellents and pesticides.
2. Prepares areas for planting by clearing, grading, fertilizing, and watering ground; prepares areas for flowerbeds by roto-tiling, weed oiling, and laying plastic; plant flowers, shrubs, trees; and lays rock.
3. Performs general grounds maintenance duties in picking up leaves, paper and trash in grounds areas; cleans and removes weeds from sidewalks, parking lots, and roads; dumps trash cans; removes rodents and/or reptiles from campus area as necessary.
4. Operates a variety of grounds maintenance equipment including gang movers, roto-tillers, tractors, blowers, edgers, trucks, fork/air lifts, and other equipment or vehicles; makes minor repairs such as sharpening blades; performs routine vehicle maintenance and equipment safety inspections.
5. May assist in repairing potholes, mixing concrete, repairing irrigation, marking athletic fields or parking lots, moving permanent exterior furniture, digging trenches, sign or fence post holes, and other physical arrangements.
6. Operates and assists in the maintenance and repair of the District's irrigation system as assigned.
7. Cleans storm drainage systems as assigned.
8. Assumes assigned responsibility for the use of application of pesticides.
9. Maintains special cultivates areas such as, but not limited to District properties such as: golf course greens, athletic fields, specimen areas, green belts, planters and turf areas.
10. Utilizes proper safety precautions related to all work performed.
11. Uses computers in the processing of work requests, campus/district communication, and material and/or information searches.



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12. Perform other duties as required, related to the primary job duties.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a grounds maintenance program.
- Methods, tools, materials, equipment and practices utilized in grounds maintenance and gardening work.
- Methods and techniques of mowing, edging, pruning, and trimming a variety of lawns, shrubs, and trees.
- Operational characteristics of grounds maintenance equipment and tools used in the area of assignment including light and heavy equipment and tools.
- Plant materials and culture thereof.
- Basic irrigation operation, components and maintenance.
- Procedures for maintenance and repair of asphalt and concrete.
- Best practices for the maintenance of golf greens.
- Proper use and application practices regarding chemical pesticides and pest control measures.
- Occupational hazards and standard safety practices.

Ability to:

- Learn methods, procedures, equipment and materials used in grounds keeping.
- Perform a variety of maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas.
- Operate and perform minor maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas.
- Operate and perform minor maintenance on a variety of light and heavy ground maintenance and power equipment including power mowers, trucks, sweepers, saws and other tools.
- Operate and maintain hand and basic power mowers, trucks sweepers, saws and other tools.
- Identify and execute appropriate methods for control and eradication of all landscape pests and weeds.
- Maintain, service and repair grounds maintenance equipment.
- Observe legal and defensive driving practices.
- Perform heavy manual labor.
- Form, pour, and finish small concrete projects and street parking lot asphalt repair as needed.
- Maintain, repair and install irrigation systems.
- Clean storm drainage systems and associated components.
- Maintain golf course greens, turn areas, landscape areas, natural areas, and hardscapes as required.
- Learn and understand Sustainable Facility Operations and Integrated Pest Control Management.
- Meet schedules and time lines.
- Ensure adherence to safe work practices and procedures.



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- Understand and follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Learn about the rodents and reptiles found surrounding and on District properties.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Equivalent to completion of the twelfth grade.

Experience:

- Six (6) months of general grounds maintenance experience in at least one of the following: irrigation systems, golf course greens, pesticide application, or hardscape repair.

License or Certificate:

- Possession of an appropriate, valid driver's license.
- Possession of, or ability to obtain, within eight (8) months of employment, at District's expense, a California Department of Pesticide Regulation, Qualified Applicator Certificate (QAC) for the use and application of chemical pesticides within or adjacent to District properties.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; walk and stand for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull lift, and/or carry moderate to heavy amounts of weights; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.