

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD GROUNDS MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, participate and lead a crew in operating grounds equipment; perform maintenance, landscaping and gardening work on school grounds, fields and assigned areas.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Participate and lead a crew in operating grounds equipment; assure safety of crew and equipment; prepare and maintain work orders and schedules; coordinate materials, methods and tools to be used on assigned projects.

Perform a variety of maintenance, landscaping and gardening work on school grounds, fields and assigned areas; mow, trim, hoe, weed, rake, seed, fertilize, aerate and water lawns and fields.

Plant, trim, fertilize, water and prune hedges, trees, flowers and shrubs; spade and otherwise prepare grounds around flowers and shrubs; spray herbicides and pesticides on appropriate lawns, fields, shrubs, hedges and trees.

Order, maintain and repair groundskeeping machines, supplies, parts and equipment; assure that machines and equipment are in proper running condition; monitor and maintain budget spending.

Perform general grounds cleanup, including picking up paper and trash on grounds areas, parking lots, playgrounds, athletic fields and other assigned areas.

Install, maintain and repair water lines, valves, sprinklers, drains and irrigation systems as assigned.

Participate in other assigned activities such as assisting with the set-up of athletic events, cleaning and maintaining parking lots, removing fallen or damaged trees and limbs, installing and maintaining playground equipment, overseeing work of seasonal employees, assisting with rodent control and performing masonry work.

Communicate with other staff, faculty, administrators and outside agencies to exchange information and resolve issues of maintenance, repairs, safety and other groundskeeping related issues; contact outside contractors regarding specialized groundskeeping duties.

Respond to emergency calls related to damaged trees, sprinkler issues and other needs as required.

Operate power and hand mower, edger, spray equipment, small hand and power tools, fertilizer spreader, leaf blower, chainsaw, generator, power lift, trencher and other groundskeeping machines and equipment as assigned.

Operate truck or tractor to perform track and field maintenance, irrigation work, playground

installation and other groundskeeping duties as assigned.

Prepare and maintain records and reports related to work and supply orders, maintenance, work requests, work schedules, accidents and injuries.

Perform minor maintenance on equipment such as changing blades, greasing and changing oil.

OTHER DUTIES:

Operate forklift to perform irrigation maintenance and other groundskeeping duties as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in gardening and groundskeeping work.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Methods and materials used in controlling pests, insects and weeds.

Operation and maintenance of equipment, hand and power tools used in groundskeeping.

Principles of training and providing work direction.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Design, installation, maintenance and repair of irrigation systems.

Safe work practices.

ABILITY TO:

Perform maintenance, landscaping and gardening work.

Participate and lead a crew in operating grounds equipment.

Train and provide work direction to others.

Operate power mowers, sweepers, edgers and other groundskeeping machines and equipment.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Maintain and repair sprinklers and watering systems.

Plan and organize work.

Apply specialized chemicals to control and eradicate weeds, insects and other pests.

Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year of experience performing groundskeeping duties.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require a valid California driver's license, and a driving record acceptable to the District for insurance purposes.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

Pollen.

PHYSICAL DEMANDS:

Lifting, carrying, pushing and pulling heavy objects.

Seeing to perform gardening and grounds work.

Climbing to maintain trees and perform other groundskeeping duties.

Reaching and kneeling to reach various objects.

Sitting to operate tractors, trucks, mowers and other machines.

Heavy physical labor.

Dexterity of hands and fingers to operate grounds vehicles, equipment and tools.

Bending at the waist.

Walking and standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Working with various chemicals.

Working on ladders or scaffolding.