



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	Grounds Worker Lead
<b>REPORTS TO:</b>	Director Maintenance and Operations
<b>CLASSIFICATION:</b>	Classified / M&O
<b>SALARY SCHEDULE:</b>	14.0
<b>WORK - YEAR / HOURS:</b>	12 months / 7.5 hours
<b>LOCATION:</b>	District
<b>BOARD APPROVAL:</b>	11/5/1997

### DEFINITION

Under general supervision, to provide lead direction to groundsworkers; to perform skilled groundskeeping work involving the use of larger equipment such as tractors, dump trucks, and riding mowers; to design, install and maintain irrigation systems; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is lead supervisory level in the groundsworker series, performing similar duties to the Groundworker II, but also having responsibility for work planning and direction. This class is distinguished from the Grounds Maintenance Supervisor which is a full supervisory classification.

### EXAMPLES OF DUTIES

- Discusses and plans grounds maintenance projects and operations with supervisor;
- Monitors plant and lawn conditions and determines appropriate responses related to pest control, fertilizer, and irrigation; notifies supervisor of major problems;
- Assigns, directs and reviews the work of groundsworkers, including directing work of a crew;
- Monitors attendance and keeps records;
- Operates riding rotary mower to mow large areas of turf, and walk behind mowers;
- Operates Class C license dump trucks, and Bobcats and tractors with hydraulic/PTO equipment including backhoe, loader, scraper, tiller, aerator, hole auger, and other power equipment;
- Scrapes areas to prepare fields and tracks using tractor with scraper; lays out and prepares new athletic fields to meet tournament regulations; seeds large areas using hydro-seeders;
- Operates streetsweeper, turf vacuum and blowers to clear leaves and debris;
- Designs, lays out, installs, repairs and adjusts irrigation systems including calculating pressures, required coverage and volume, determining appropriate sprinklers devices, operating trenchers, installing plastic pipe and devices, wiring, and setting controllers;
- Applies fertilizers to large field areas using truck attachment;
- May mix and apply pre-emergent and contact herbicides using truck mounted sprayer;
- Operates forklift to load, unload and store palletized groundskeeping supplies;
- Patches potholes using bagged blacktop, tamper, and packer;
- Plants trees, shrubs and lawns;
- Trims trees using bucket truck, chainsaws and power pruners; trims and shapes bushes; cuts up, chips, and removes debris using chippers, saws, and trucks;
- Edges and dethatches lawn areas using walk-behind equipment and trimmers;

- Performs operator maintenance such as sharpening, adjusting, and checking and adding fluids;
- Uses shovels, picks, rakes, saws, pruners, hoes and other hand equipment as needed in grounds maintenance and preparation of new fields or systems.

## **QUALIFICATIONS**

### Knowledge of:

Uses and operation of larger grounds-related equipment and accessories such as dump trucks, tractors/bobcats, backhoes, loaders, augers, forklifts and riding mowers.  
 Use and maintenance of basic hand and power tools used in grounds keeping.  
 Methods and materials used in grounds keeping.  
 Irrigation system design, installation and maintenance.  
 Plant irrigation and nutrient requirements.  
 Principles and practices of pruning.  
 Safe working practices related to power equipment and pesticides, including protective clothing and devices.

### Skill in:

Providing instructions; planning, prioritizing, directing, monitoring and reviewing work; and training employees.  
 Maintaining basic records.  
 Operating dump trucks, tractors and their attachments, forklifts, riding mowers, and other larger groundskeeping related equipment; smaller equipment such as blowers, chainsaws, weed and trimmers; and performing operator maintenance of same.  
 Pruning, shaping and trimming shrubs and trees.  
 Planning, installing and maintaining irrigation systems, and determining plant requirements.  
 Applying fertilizers, herbicides and insecticides.  
 Establishing and maintaining effective working relationships with those contacted in the course of the work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of sufficient formal and/or informal education to provide the necessary skills, and two years of groundskeeping-related experience which has involved the use of larger, driven equipment such as tractors.

## **PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Lifting and carrying up to 50 pounds repeatedly.
- Strength and stamina to perform sustained strenuous manual labor including pushing and digging.
- Mobility to walk, climb, bend, stoop, kneel, and reach.
- Carry backpack mounted equipment such as blowers.
- Manual dexterity to operate and perform operator maintenance to hand and power tools.
- Vision sufficient to monitor condition of grounds and operate power equipment.
- Speech and hearing sufficient to receive instructions and relay information.
- Work in exposure to weather, pollens, debris, pesticides - as controlled by protective gear, and equipment noise, vibration, jolting, fumes and fluids.

**OTHER REQUIREMENTS**

Must possess a valid California driver's license and have a satisfactory driving record; selected positions may require a valid California pesticide applicator's license.