



Sequoia Union High School District

Job Description

JOB TITLE:	Grounds Maintenance Lead
REPORTS TO:	Director Maintenance and Operations
CLASSIFICATION:	Classified / M&O
SALARY SCHEDULE:	18.5
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District
BOARD APPROVAL:	5/11/16

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is a lead level classification providing lead supervision to others with responsibility for work planning and direction. This classification works under general supervision and principles and practices of the trade.

EXAMPLES OF DUTIES

- Plans, lays out and orders materials for large grounds maintenance projects such as major renovations or expansions;
- Prioritizes daily work, and provides lead direction to grounds maintenance workers on large projects;
Orders supplies and maintains inventory of standard grounds maintenance supplies and equipment;
Inspects completed work and monitors progress of projects;
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 grounds maintenance workers, including directing work of a crew;
- 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 street sweeper, 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 grounds keeping supplies;
- Plants trees, shrubs and lawns;

- Trims trees using chainsaws and power pruners; trims and shapes bushes; cuts up, chips, and removes debris using 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:

- Use 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 grounds keeping 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 grounds maintenance 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 performance 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.

Must be forklift certified.

Must possess a valid California Pesticides Applicator License or certificate (state law only requires a certificate if working for a company or institution).