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).