

Job Description

San Ramon Valley Unified School District

Groundskeeper

Purpose Statement

The job of Groundskeeper is done for the purpose of providing support to the educational process with specific responsibilities for providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; operating motorized grounds and maintenance equipment; and maintaining grounds for daily use, assemblies, events and/or recreational activities.

This job reports to Assigned Supervisor

Essential Functions

- Mows grounds, playgrounds and athletic fields for the purpose of providing adequate, attractive and safe areas for daily use, assemblies, recreational activities and/or athletic events.
- Performs manual grounds and gardening work for the purpose of ensuring grounds and gardens are safe and attractive.
- Assists in general mechanical maintenance work as required for the purpose of ensuring the safety and good working condition of equipment.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans landscaped areas and related items (e.g. storm drains, fields, leaves, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Lubricates and makes minor repairs and adjustments to equipment for the purpose of ensuring equipment and/or components are in proper working order.
- Maintains job related grounds keeping equipment for the purpose of ensuring the availability of equipment in a safe operating condition.
- Operates miscellaneous grounds equipment for the purpose of executing a broad array of grounds maintenance duties.
- Applies approved herbicides for the purpose of controlling weeds in accordance with established procedures.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors, weed whips, mowers, hand and power tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using percents and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants, shrubs, lawns, etc.; and safety practices and procedures.

ABILITY is required to adhere to schedules and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of types of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhere to safety practices; meeting deadlines and schedules; work under time constraints; communicate with diverse groups; establish and maintain effective working relations; and understand and follow oral and written directions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Valid Driver's License

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 4