

Job Description

San Ramon Valley Unified School District

Lead Groundskeeper

Purpose Statement

The job of Lead Groundskeeper is done for the purpose of providing support to the educational process with specific responsibilities for overseeing the operational activities of the campus grounds and athletic fields and the daily activities of the grounds crew; maintaining clean, well-landscaped appearance and safe environment of District schools and properties; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Assigned Supervisor

Essential Functions

- Adheres to safety guidelines according to manufacturer's instructions, Federal and State regulations, and District procedures for the purpose of ensuring all functions are performed properly and in compliance with regulations.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of staying current and gathering information required to perform job functions.
- Coordinates with custodial, grounds, contractors, site administrators, and athletic staff for the purpose of adjusting schedules, preparing athletic fields and ensuring a safe environment for participants.
- Installs, repairs and maintains irrigation and sprinkler systems for the purpose of maintaining safe and attractive grounds.
- Inspects work area, grounds and District properties for the purpose of participating in determining needs, following-up with contractors, ensuring quality control standards and evaluating completion and quality of work.
- Maintains safety data sheets and record keeping procedures on chemicals used in landscaping and grounds for the purpose of generating documentation and submitting required reports.
- Monitors landscaped areas, sprinkler systems and grounds for the purpose of identifying repair and/or replacement needs and providing an attractive environment.
- Orders and maintains inventory of herbicides, equipment, supplies and materials for the purpose of ensuring their availability and the efficient completion of grounds maintenance tasks.
- Oversees facility maintenance of daily activities, grounds and irrigation personnel for the purpose of ensuring functions are performed efficiently and in a timely manner in compliance with site requirements and established standards.
- Assists in the performance of daily grounds maintenance activities for the purpose of maintaining District campuses in accordance with established standards.
- Performs functions of a Groundskeeper as needed for the purpose of ensuring the grounds maintenance needs of the District are met in a safe and timely manner.
- Prepares documentation for the purpose of providing and/or conveying information.
- Responds to immediate safety and/or operational concerns and needs for the purpose of taking appropriate action and notifying appropriate personnel for resolution.
- Reviews plans, specifications and drawings and estimates costs, etc. for the purpose of making recommendations for grounds improvements.

- Trains assigned personnel in the application of fertilizers, herbicides, fungicides and pesticides for the purpose of developing professional trade and safety awareness skills.

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 single, technical tasks with a need to occasionally 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; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using percents and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: oral and written English communication skills; methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; health and safety regulations; and methods of organizing, scheduling and prioritizing workloads.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing work direction to assigned employees; understanding and following oral and written directions; working independently with little direction; planning and organizing work; establishing and maintaining effective working relationships with others; and preparing accurate records.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. 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, some climbing and balancing, some 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 some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Five years of job related experience with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent. Targeted, job related education with study in job-related area.

Required Testing

None Required

Certificates and Licenses

Qualified Applicator Certificate (QAC)

Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 9