

Southern Kern Unified School District

Position Description

Position Title: **Grounds**

Department: Maintenance

Reports To: Director of Maintenance and Grounds or Designee

Prepared By: Staff

Date: July 2012

Approved By: Board of Education

Date: August 1, 2012

SUMMARY: Under the direction of the Director of Maintenance and Grounds or Designee, care and maintain grounds, to the best of their ability, by keeping the district's school grounds in such a state of operating excellence that they present no problems and enhance the overall learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes in-service training as stipulated by contract
- Examines facilities on a regular basis for purposes of preventive maintenance and safety inspections
- Accurately orders and accounts for material and labor relative to assignments
- Maintains all safety and code requirements of the State, local and Board of Ed. guidelines
- Performs grounds maintenance work such as plowing, salting, field marking, maintenance of underground sprinkling systems, fences, aerating and seeding
- Recommends supplies and equipment for purchase, and maintains the inventory of hand tools, equipment, hardware, materials and supplies
- Mows, sweeps and marks athletic fields
- Trim and prune shrubs and trees
- Perform routine maintenance of grounds equipment, i.e.; oil changes, tune-ups
- Remove trash from athletic fields, flowerbeds and lawn areas
- Update records and site drawings
- Sanitize and clean trash containers, drinking fountains and restrooms at athletic fields
- Assist maintenance personnel in tasks requiring lifting or moving
- Operates power equipment including vehicles

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED
- One year related experience and basic knowledge of power equipment such as: tractors, lawn mowers, weedwackers, hedgers, edgers and blowers
- Knowledge of safety practices and first aid

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Ability to deal with problems involving several variables in situations where limited supplies and information exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Read and understand Blue Prints and schematics

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California driver's license

OTHER SKILLS and ABILITIES:

- Ability to pass a district written and physical test
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Maintain high level of pride in self and knowledge of safety practices

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to handle or feel objects, tools or controls, and talk or hear
- The employee frequently is required to reach with hands and arms
- The employee is occasionally required to sit
- The employee frequently must squat, stoop or kneel, reach above the head and reach forward
- The employee continuously uses hand strength to grasp tools and climbs ladders
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job
- The employee must frequently lift and/or move up to 50 to 90 pounds such as: fertilizer, seed and piping
- The employee will sometimes push/pull items such as mowers and tractor attachments
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works outdoors
 - The employee will work near or with moving mechanical equipment
 - The employee may occasionally work with toxic or caustic chemicals such as fertilizers, pest and weed control chemicals, petroleum products, degreasers, and sprays and non-household dust
 - The employee must be able to meet deadlines with severe time constraints
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- Frequently the employee will work alone and occasionally will work irregular or extended hours
 - The noise level in the work environment is usually moderate and occasionally will work in loud area

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

