

**HEAD GROUNDSMAN**Job Summary

Under the supervision of Director of Maintenance/Transportation/Operations, assumes charge of the gardening work at a school site, including athletic fields; create work schedules including vacation plans for grounds employees; directs the work of grounds employees; operates power driven equipment; lines playing fields; routine gardening and varied grounds maintenance work on school grounds and athletic fields; perform routine sprinkler system repairs, follow a prescribed and recurring list of tasks and to perform other duties as assigned

Qualifications:Required:

- Completion of the twelfth grade or GED
- Two years experience in grounds keeping/maintenance service or gardening work
- Experience in the supervision of employees
- Possess a valid California driver license and maintain insurability

Desired:

- Knowledge of accepted safety standards, practices and procedures of the industry, including Occupational Safety and Health Administration (OSHA) and Cal-OSHA guidelines and requirements, and strategies and practices for work place safety in an outdoor environment

Knowledge and Ability:

1. Knowledge of proper use of methods of planting, propagating and caring form hedges, trees, shrubs, lawns and flowers
2. Knowledge of tools and equipment and their use and care
3. Knowledge of common plant diseases and insect pests and the approved methods and materials used in controlling them
4. Ability to perform general gardening and grounds maintenance work
5. Ability to use hand and power tools
6. Ability to understand and carry out oral and written directions
7. Ability to establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work
8. Ability to learn and master new methods and techniques for use in grounds work
9. Ability to keep records and communicate effectively in both oral and written forms
10. Ability to observe and immediately report safety hazards and needs for maintenance and repair
11. Ability to be flexible and receptive to change
12. Ability to follow a set schedule and perform simple, repetitive tasks with minimal supervision
13. Ability and skill to properly maintain and repair garden tools and equipment
14. Ability to maintain school grounds in a safe, clean and orderly condition
15. Knowledge of two-way radio, knowledge of radio codes and proper usage
16. Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

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1. Work under the general direction of supervisor
2. Required to exercise supervision of Groundsman employees and any part-time grounds employees
3. May be required to supervise student helpers
4. Work cooperatively with supervisors and fellow employees by communicating the needs of the school operation and the needs of the individuals under their direction
5. Perform general grounds maintenance work
6. Plant, cultivate, water, spray and propagate plants, shrubs, hedges, trees, flowers and lawns using power mowers and edgers
7. Prepare and treat soil for planting; spade and fertilize flower beds and set out plants
8. Aid in keeping assigned areas free from pests and plant diseases
9. Hoe weeds and perform general grounds maintenance work
10. Keep fence areas clean up to the street
11. Spray trees and shrubs
12. Operate irrigation systems
13. Fill holes on the school grounds that may be hazardous
14. Keep hose, supplies, tools and equipment in proper condition and repair
15. May supervise part-time or substitute employees in these duties
16. May be required to operate a truck, tractor or other equipment
17. May train other personnel in performing the stated functions
18. May be required to pick up trash and other debris off school campuses
19. Operate mowers, mechanical sweeper equipment and other grounds equipment
20. Install, maintain and make minor irrigation repairs such as replacing sprinkler heads

**Summary of Physical Demands Ratings and Working Conditions:****Working Conditions:**

Groundsman: Outdoor working environment subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all direction, long periods of standing/walking.

See attached Physical Requirements for Groundsman

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.