

**VISTA UNIFIED SCHOOL DISTRICT**  
**GROUNDS EQUIPMENT SPECIALIST**

**Purpose Statement**

The purpose of a Grounds Equipment Specialist is to provide grounds maintenance services with specific responsibility for operating, servicing, and repairing grounds maintenance equipment; assist in the design, installation, and maintenance of a variety of irrigation systems and related components; perform general and varied groundskeeping and gardening work; and assist skilled trades.

This job reports to the Maintenance and Grounds Manager.

**Essential Functions**

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Designs and installs sprinkler systems utilizing standardized drafting and surveying techniques for the purpose of installing sprinkler lines and ensuring the correct time and duration of operation.
- Fabricates metal (e.g., cuts, grinds, and utilizes mig, tig, and acetylene welding as necessary, etc.) for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Inspects, services, and performs mechanical repairs to small engines and other gardening and landscaping machinery, tools and equipment (e.g., lubricates machinery and equipment, changes oil, overhauls engines, replaces clutches, adjusts carburetors, sharpens blades, etc.) for the purpose of ensuring a safe working condition.
- Installs, inspects, maintains, and replaces a wide variety of materials (e.g., grounds equipment, fences, playground equipment, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains fields (e.g., fertilization needs, watering needs, etc.) for the purpose of addressing operational and/or safety concerns.
- Maintains inventory of safety equipment, repair parts, tools and all grounds equipment (e.g., belts, blades, spark plugs, air filters, safety glasses, hard-hats, ear protections, gloves, etc.) for the purpose of ensuring availability and in safe operating condition.
- Operates and drives power gardening and landscaping equipment (e.g., edgers, trimmers, mowers, tractors, dump trucks, etc.) for the purpose of ensuring availability at job sites.
- Performs minor vehicle repair (e.g., changes oil, replaces light bulbs, changes tires, replaces and repairs trailer wiring harnesses, etc.) for the purpose of ensuring the availability of vehicles and equipment in safe operating condition for use in completing work assignments.
- Performs general grounds maintenance activities for the purpose of maintaining grounds in accordance with established standards.
- Prepares and maintains related records for the purpose of documenting activities and/or conveying information.
- Repairs and maintains sprinkler systems for the purpose of installing and/or maintaining efficient sprinkler systems.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Secures grounds shop, tools, and equipment for the purpose of minimizing property damage, loss and liability, and ensuring a clean and orderly shop.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.

## **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, technical 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:

- adhering to safety practices;
- diagnosing equipment malfunctions;
- estimating required resources;
- handling hazardous materials;
- inspecting equipment;
- maintaining power grounds equipment and tools;
- mechanical aptitude;
- operating a variety of equipment including dump truck, backhoe, skip loader, power mowers, forklifts, jackhammers, and other related equipment;
- operating equipment and tools used in grounds maintenance;
- operating equipment and tools used in skilled trades, including power and hand tools;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects;
- reading blueprints and schematics.

KNOWLEDGE is required to perform algebra and/or geometry; understand complex, multi-step written and oral procedures and instructions; read a variety of manuals; write routine documents; speak clearly; present information to others; and solve practical problems; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- health and safety regulations;
- herbicides, pesticides, and chemicals used in grounds maintenance;
- job-related codes/laws/rules/regulations/policies;
- methods of organizing, scheduling, and prioritizing workloads;
- methods used in planting, maintaining, and caring for plants, shrubs, flowers, trees, and lawns;
- methods used in the design and installation of sprinkler systems;
- operating standard office equipment including utilizing pertinent software applications;
- methods, materials, tools and operation of large power equipment used in grounds construction and maintenance work;
- proper use and maintenance of tools and equipment used in grounds maintenance and general maintenance;
- safe driving practices;
- safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; 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 defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety 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:

- accuracy and attention to detail;

- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working independently with little direction.

**Responsibility**

Responsibilities include: working under limited supervision using standardized procedures, practices, and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be 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, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High School Diploma or equivalent.

**Equivalency:** Graduation from high school or equivalent and three years of grounds maintenance or construction including at least one year of experience in the installation and repair of automated sprinkler systems and maintenance and operation of various power driven grounds equipment.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Valid California Class C Driver License

Obtain Valid Class A Driver License with Air Brake Endorsement within six (6) months of employment and maintain certification throughout employment in this classification.

Obtain Forklift Certification within six (6) months of employment and maintain certification throughout employment in this classification.

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Revised: 06/11/2019

**Salary Grade**

Classified, Range 48