

**VISTA UNIFIED SCHOOL DISTRICT**  
**GROUNDS MAINTENANCE WORKER**

**Purpose Statement**

The purpose of a Grounds Maintenance Worker is to provide grounds maintenance services at assigned sites; ensure attractive and safe grounds areas and athletic fields; perform a variety of special grounds maintenance operations; and maintain grounds for assemblies, events, and/or recreational activities.

This job reports to the Maintenance and Grounds Manager.

**Essential Functions**

- Applies pesticides, herbicides, fertilizers, and other chemicals for the purpose of controlling insects and weeds in accordance with established procedures.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Cleans landscaped areas and grounds including athletic fields for the purpose of preventing flooding, removing hazards, and providing a clean, safe, and attractive environment.
- Collaborates with custodians, site administrators, athletic coaches, and other personnel for the purpose of preparing athletic fields and ensuring a safe environment for participants.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Loads and unloads a variety of items, supplies, debris, and/or equipment (e.g., trimmings, trash, sand, dirt, soil abatements, sod, trees, plants, straw, etc.) for the purpose of providing requested or needed items.
- Operates grounds keeping equipment, tools, and machinery (e.g., clippers, sweepers, chain saws, edgers, push mowers, large mowers, rototillers, trucks with trailers, field marking machines, weed whips, hand and power tools, etc.) for the purpose of providing grounds maintenance services.
- Performs minor irrigation system repair (e.g., adjusts, repairs, and replaces sprinklers, adjusts irrigation clocks, etc.) for the purpose of performing minor repairs, resolving operational issues, and restoring services.
- Performs small repairs to grounds machinery such as large mowers (e.g., changes blades, changes oil, lubricates machinery and equipment, etc.) for the purpose of providing basic maintenance and a safe working condition.
- Plants a variety of landscaping materials for the purpose of protecting against erosion and providing a clean, safe, and attractive environment.
- Prepares grounds and athletic fields (e.g., lines, marks, and drags athletic fields and related areas, etc.) for the purpose of providing adequate, attractive, and safe district sites.
- Prepares and maintains records and reports for the purpose of documenting activities, providing written reference, and/or conveying information.
- Transports a variety of tools, equipment, supplies, and materials for the purpose of ensuring the availability of materials required at job site along with removal and disposal as deemed necessary.

**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:

- adhering to safety practices;
- handling hazardous materials;
- operating equipment and tools used in grounds maintenance.

KNOWLEDGE is required to perform basic math, including calculations using fractions, 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:

- health and safety regulations;
- herbicides, pesticides, and chemicals used in grounds maintenance;
- job-related codes/laws/rules/regulations/policies;
- methods used in planting, maintaining, and caring for plants, shrubs, flowers, trees, and lawns;
- methods, materials, tools, and operation of large power equipment used in grounds 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; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using 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 job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- operating motor vehicles;
- understanding and following oral and written directions;
- working as part of a team.

### **Responsibility**

Responsibilities include: working under direct 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 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, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% 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:** No specific education level is required.

**Equivalency:** One year of groundskeeping experience.

**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

**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 43