

VISTA UNIFIED SCHOOL DISTRICT
LEAD GROUNDS MAINTENANCE WORKER

Purpose Statement

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

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.
- Applies pesticides, herbicides, fertilizers, and other chemicals for the purpose of controlling insects and weeds in accordance with established procedures.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information, determining and monitoring the appropriate course of action, and ensuring a safe environment for participants.
- Confers with supervisor for the purpose of assisting with the coordination of day to day grounds maintenance activities and providing work direction to assigned staff.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Estimates supplies, materials, and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Informs personnel regarding procedures and/or status of work orders for the purpose of conveying information, taking appropriate action, and/or complying with safety regulations.
- Inspects landscaped areas, sprinkler systems, and grounds for the purpose of ensuring safety, identifying hazards and/or replacement needs, recommending preventative maintenance, and providing an attractive environment.
- Maintains a variety of reports, files, and records (e.g., IPM implementation records, work orders, labor/material estimates, charts, graphs, equipment repair manuals, log of hours used for work order completion, etc.) for the purpose of providing an up to date reference and audit trail.
- 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.
- Oversees assigned personnel and the day to day activities and operations for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner and maximizing the efficiency of the workforce.
- Oversees all aspects of grounds care (e.g., coordinates work assignments, pesticide/herbicide applications, inspects and/or evaluates projects, etc.) for the purpose of ensuring that projects are completed in a safe and efficient manner in compliance with regulatory requirements.
- Performs general grounds maintenance activities for the purpose of maintaining grounds in accordance with established standards.
- 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.

- Plants a variety of landscaping materials for the purpose of keeping the grounds attractive and protecting against erosion.
- 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.
- Provides training, guidance, and work direction to assigned staff for the purpose of providing ongoing support and maximizing the capabilities of assigned staff.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- 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, 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;
- estimating required resources;
- handling hazardous materials;
- operating equipment and tools used in grounds maintenance;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects.

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;
- 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;
- providing work direction to assigned employees;
- 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; leading, guiding, and/or coordinating others; 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 30% sitting, 30% 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 with increasing levels of responsibility is required.

Education: High School Diploma or equivalent.

Equivalency: Graduation from high school or equivalent, supplemented by training or coursework in agronomy, landscape design, horticulture, or grounds maintenance management or related areas and three (3) years of experience in grounds maintenance, landscape design, or nursery work, including one (1) year in a lead or supervisory capacity.

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 California Department of Pesticide Regulation Qualified Applicator License 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: 12/1998
Revised: 06/11/2019

Salary Grade

Classified, Range 50