

**North Monterey County Unified School District**  
CLASSIFIED POSITION DESCRIPTION

---

Position Title:	<b>LEAD GROUNDS MAINTENANCE PERSON</b>
Job Family:	Maintenance & Facilities
Reports to:	Supervisor of Facilities, Maintenance, and Operations
Salary Level:	Range 28
Calendar:	Classified 12 Month

---

**SUMMARY:**

Under the direction of the Supervisor of Facilities, Maintenance, and Operations, perform activities in landscaping and grounds keeping of District locations to ensure a pleasant and functional outdoor environment; utilize a variety of tools and light and heavy equipment to conduct proper grounds landscape activities, monitor and maintain plant health, and attend to and support the upkeep of District sports fields and surrounding premises.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Utilize tools and light and heavy equipment to perform tasks, including grading, rototilling, sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation and thatching and repairing fences and retaining walls.
- Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans; trim shrubs and clean flower beds; mow large turf areas and District sport and activity fields.
- Operate heavy equipment and vehicles to include trucks, tractors, field mowers, trenchers, air compressors, rototillers and various other grounds keeping and landscaping tools.
- Assist in the planning, estimating and scheduling of work to be completed; provide direction and guidance to grounds maintenance crews and staff on responsibilities and task assignments.
- Employ various hand tools, such as shears, chain saws, shovels, rakes, pruning saws, saws, hedge or brush trimmers or axes to prune or trim trees, shrubs, or hedges.
- Operates vehicles or powered equipment, such as industrial mowers, bobcat, heavy tractors, twin-axle vehicles, chain-saws, electric clippers, sod cutters, or large irrigation control systems.
- Maintain mowers and other equipment, including lubricating, blade sharpening and blade changes; adjust lawn sprinkler heads, grades and repairs areas with heavy tractor; relocate athletic equipment as necessary to perform related tasks.
- Adhere to landscaping plans and District planting design guidelines for plants, seeding, bulbs, foliage, grass, ground cover, shrubs and application of mulch for protection.
- Prepare District sports fields for athletic competition and activities involving soccer, football, baseball and softball.
- Estimate materials, tools and equipment needed for projects.
- Monitor and repair automated irrigation control system.
- Assess safety concerns and field conditions prior to task initiation; inspect and ensure quality control of completed work.
- Maintain and make minor repairs on tools, equipment and vehicles used in grounds keeping activities and tasks; drive vehicles to conduct work activities.
- Coordinate work schedules for periodic maintenance and management of District grounds.
- Maintain routine records related to assigned activities; contact vendors and order supplies and equipment to maintain school grounds.

**Other Duties:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination equivalent to: graduation from high school and two years of grounds maintenance and landscaping experience.

### **Licenses and other Requirements**

- Valid California Driver's License with proof of insurance. *(Must submit authorization for License Pull Notice.)*
- Integrated Pest Management license.
- Possession of a Pesticide Applicator License

### **Knowledge of:**

- Methods, equipment and materials used in landscaping, gardening and grounds keeping work.
- Grounds maintenance procedures including mowing, edging, raking and weeding and cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Pesticides, sprays, and applications used for herbicides, fungicides, and insecticides on plants or the soil to prevent or control weeds, insects, and diseases.
- Operation and maintenance of hand and power tools and equipment used in grounds keeping.
- Basic record-keeping techniques.
- Health and safety regulations.

### **Ability to:**

- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, fields and other landscaped areas.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Prepare and maintain routine records and reports.
- Read and utilize site schematic drawings related to grounds maintenance projects.
- Work independently with little direction.
- Work without immediate supervision
- Develop a work schedules.
- Establish and maintain cooperative working relationships with others.
- Observe health and safety regulations.

## **DESIRED QUALIFICATIONS:**

- Coursework in Horticulture or training relative to Grounds Maintenance trade.
- Training in record keeping and proper documentation required for Pesticide applications.
- Two years of lead experience.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Outdoor work environment.
- Seasonal wet and/or humid, heat and cold or adverse weather conditions.

### **Physical Demands:**

- Dexterity of hands and fingers to operate grounds maintenance equipment.
- Walking or standing for extended periods of time.
- Seeing to perform gardening and grounds work.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Sitting to operate tractors, mowers and other machines.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.

- Climbing and utilizing ladders.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to fumes, dust, odors, oil/grease, gases.
- Exposure to pesticides, cleaning supplies and chemicals.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

**Board Approved:** May 24, 2018