

GROUNDS MAINTENANCE WORKER I

OVERALL JOB PURPOSE STATEMENT

Under the day-to-day work coordination of a Lead Grounds Maintenance Worker, the job of Grounds Maintenance Worker I is performing entry-level general grounds maintenance and gardening duties at District sites; and applying horticultural practices and techniques for maintenance of plants and/or beautification of grounds.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker I performs entry-level general grounds maintenance and gardening duties. Incumbents are responsible for receiving instructions and carrying out assignments. They are usually assigned to work crews or to assist a Grounds Maintenance Worker II.

ESSENTIAL FUNCTIONS

- Cleans grounds and landscaped areas and related spaces (e.g. storm drains, rain gutters) for the purpose of preventing flooding, removing hazards.
- Maintains/installs various types of landscaping (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.
- Maintains and installs Best Management Practices (BMPs) for preventing contaminants from contacting storm water runoff.
- Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.
- Assists Grounds Maintenance Worker II for the purpose of accomplishing a variety of tasks as assigned such as applying asphalt cold patch , pouring concrete, or installing and maintaining fences.
- Communicates with supervisor, principals, coaches, athletic directors, students and public for the purpose of carrying out assignments, answering questions and providing information about work in progress.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.

SKILLS to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds

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maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

ABILITY to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; 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 specific, job-related equipment. In working with others, problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

RESPONSIBILITY

Responsibilities include: working under supervision of the Lead Grounds Maintenance Worker using standardized procedures; 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 some opportunity to impact the Organization's services.

WORKING ENVIRONMENT

Generally the job requires 10% sitting, 80% walking and 10% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions. The usual and customary methods of performing the job functions requires the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Lifting and carrying up to 50 lbs. at knee height, up to 15 feet, reach above shoulder level; crawling; balancing; climbing, keyboarding
Seldom/Occasionally	Kneeling, bending, squatting; lifting; sitting for periods of time to drive a vehicle; using foot controls
Occasionally	Lifting up to 50 lbs. at knee and also at waist height up to 15 feet, fingering/fine manipulation, reach at shoulder level
Occasionally/Frequently	Handling/simple grasping; using hand controls
Frequently	Lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet; reach below shoulder level; twisting; carrying
Frequently/Continuously	Pushing and pulling; power/firm grasping;

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Ability to see near, distant, color, depth and peripherally.

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ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver's license, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

EXPERIENCE

Work in the grounds maintenance field where knowledge of methods, materials, tools and equipment used in grounds maintenance has been acquired.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

Valid California Class C Driver's License.

CONTINUING EDUCATION/TRAINING

- Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.
- Completion of County Recycled Water Certification.
- Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.