

William S. Hart Union High School District**Position Description**

Position: Groundskeeper II	
Job Family: Maintenance & Operations	FLSA: Non-exempt
Approved by: Personnel Commission, October 9, 2013	Salary Range: 180

Summary

Under the direction of the Supervisor of Maintenance & Operations, participates with a small team of Groundskeepers in the preparation and maintenance of grounds and athletic fields; maintenance and repair of sprinkler irrigation systems; and the construction of special landscaping or public use areas performing skilled equipment operation. Position is centrally based at administrative office location providing district-wide services.

Distinguishing Career Features

The Groundskeeper II is the second level in a grounds keeping career path. Groundskeeper I is the first level, where incumbents provide routine grounds and landscape care and participate in irrigation maintenance and in preparing athletic fields. Advancement to Groundskeeper II requires competency in operating specialized equipment and in-depth knowledge of turf management, irrigation and horticulture. Groundskeeper IIs will usually serve as part of a district-wide groundskeeping team, serving sites on a regularly scheduled basis, performing specific projects requiring advanced skill. Advancement to Groundskeeper III is based on need and compliance with the qualifications of the position, including the ability to lead a small groundskeeping team.

Essential Duties and Responsibilities

The Groundskeeper II is capable of performing the following, however, may concentrate on a portion depending on level of skill and district needs:

- Operates a variety of power-driven grounds maintenance equipment including, but not limited to, large power mowers, gang mowers, reel mowers, sweepers, drop spreaders, tractors, aerators and riding paint machines.
- Installs, and may design new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Levels, cuts, fills, v-trenches, and excavates grounds with tractors and other rolling stock. Prepares sites for portable buildings.
- Selects, plants, prunes and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives. May serve as a resource on landscape and horticultural matters.
- Prepares and upkeeps special land uses such as athletic and general purpose fields, and pedestrian use areas. Operates equipment such as, but not limited to, tractors, mowers, chippers, jackhammers, compressors, and an array of common power tools.
- Constructs, sets up, takes down, maintains, and makes repairs to athletic activity surfaces, tracks, fields, and other facilities.
- Mows large school campus areas using self-propelled and gang mowers. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with

required dimensions.

- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas.
- Prepares, repairs, or installs fencing, paving materials for pathways and road repair, concrete and rock retaining walls, wood, concrete, and/or rock borders, and various posts, slabs, drains, and culverts.
- Installs, repairs, and replaces landscape irrigation systems, following and interpreting drawings, sketches, and verbal instructions. Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs repairs to sprinkler heads, electronic and hydraulic valves, and controllers.
- May apply fertilizers, herbicides and pesticides to areas. Places postings where pesticides are being applied. Disposes of product containers per instructions and applicable environmental regulations.
- Maintains work order records, lists, equipment service/repair logs, seed usage logs, irrigation repair logs, fire hydrant maintenance logs, and records of supplies used on athletic fields.
- Maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials. Maintains logs of pesticide use.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Turf management and maintenance practices and techniques including those for athletic fields.
- Local/regional horticulture and methods of planting, cultivating, pruning, and caring for plants, trees, and lawns.
- Sprinkler and irrigation system design, installation, operation, and maintenance.
- Operating characteristics of a full range of grounds maintenance equipment.
- Basic knowledge of and skill at reading landscape drawings and specifications.
- Proper and safe application of fertilizers, herbicides, and pesticides.
- Plant diseases and pests and their biological and chemical controls.
- Record keeping techniques.
- Safe lifting techniques.
- Techniques for safe handling, storage, and disposal of hazardous materials.
- Math skill to calculate distances, proportions, and sums.
- Human relations skill to work cooperatively as part of a team to serve internal and external customers.

Abilities

- Requires the ability to perform all of the essential duties of the position.
- Plant, cultivate, prune, and care for plants, trees, and lawns.
- Use herbicides and pesticides safely and effectively.
- Maintain lawns, athletic fields, gardens, and perform roadway and sidewalk repairs.

- Identify turf and other plant diseases and pests and take steps to mitigate or eradicate.
- Use and perform servicing and minor repair to hand tools, mechanical equipment and power tools and rolling stock.
- Maintain accurate records.
- Install, operate, maintain, and repair sprinkler and irrigation systems that include timing clocks.
- Service pumps and motors used in irrigation systems.
- Adjust components and suspensions of powered equipment.
- Safely apply pesticides and herbicides.
- Work as part of a team with intermittent supervision.
- Work varying schedules in support of projects and events.

Physical Abilities

- Stand for extended periods of time.
- Walk up to 400 yards uninterrupted.
- Carry lightweight tools and supplies 100 yards.
- Manipulate, lift, carry, and move, weights of up to 75 pounds on a regular basis for a distance of 2 yards.
- Push, pull, and guide materials over 75 pounds on an occasional basis.
- Climb (e.g. ladders), work on uneven surfaces/slopes, stoop, kneel, bend, and crouch on a regular basis.
- Hand-eye coordination.
- Hand and finger dexterity, including ability to grasp.
- Visual acuity to operate common grounds equipment and machinery, and to read instructions and safety information.
- Auditory ability to hear machinery sounds and alarms.
- Near and far visual acuity to read printed materials and observe moving equipment and objects.
- Speaking ability to carry on ordinary conversations.
- Ability to work in extreme temperature conditions.

Education and Experience

High School diploma or equivalent and two years of increasingly responsible grounds keeping experience performing in areas such as routine grounds and landscape maintenance, operation of landscaping and excavating equipment, and having specialized knowledge of landscaping and horticultural techniques.

Licenses and Certificates

Requires a valid Driver's License. Requires a forklift certificate and may require a pesticide applicator's certificate.

Working Conditions

Work is performed mostly outdoors where significant health and safety considerations exist from physical labor and working with machinery.