

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**GROUNDSKEEPER/GARDENER**

**Purpose Statement:**

The job of Groundskeeper/Gardener is done for the purpose/s of maintaining attractive grounds area/s and athletic fields; applying required pesticides; ensuring the availability of required equipment; protecting against erosion; maintaining grounds for assemblies, recreational activities and/or athletic events; and ensuring assignments are completed in a safe, proper and timely manner.

**Essential Functions**

- Applies pesticides/herbicides for the purpose of maintaining grounds in healthy, safe and attractive condition.
- Cleans landscaped areas and related items (e.g. storm drains, walkways, etc.) for the purpose of preventing flooding and removing trash or hazards.
- Coordinates with Head Custodian and other site administrators for the purpose of adjusting irrigation schedules, spraying schedules, and field preparation.
- Maintains groundskeeping and playground equipment (e.g. mowers, vehicles, small engines, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains landscaping and athletic fields (e.g. mow/trim lawns, rakes leaves, picks up trash, prunes, trims trees/hedges, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Oversees applications of pesticides/herbicides by outside vendor for the purpose of preserving the grounds in a healthy and safe condition and within the state and federal requirements.
- Plants various landscaping materials (e.g. lawns, shrubbery, flowers, lawns, trees, hedges, etc.) for the purpose of keeping the areas attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, lays out fields, lining, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Procures materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Repairs/installs irrigation systems (e.g. sprinklers, valves, wiring, clocks, pipes, backflow preventers, etc.) for the purpose of maintaining systems in proper working order.
- Transports various items (e.g. sand, dirt, furniture, equipment, supplies, fertilizer, etc.) for the purpose of providing materials at job site and between school sites as required to complete tasks.

**Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors, weed whips, mowers, hand and power tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly, and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of preparing and maintaining various plants, shrubs, lawns, etc.; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; 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 a variety of 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 In working with others, problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

### **Working 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; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

### **Required Testing**

Pre-employment Proficiency Test

### **Continuing Educ. / Training**

None Specified

### **Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Classified 18