
GROUNDSKEEPER

JOB DESCRIPTION:

Under general supervision, plan, schedule and perform routine irrigation, grounds maintenance and gardening work. Perform minor adjustments and repairs as required for efficient job performance and operation of equipment.

QUALIFICATIONS:

1. Knowledge: Knowledge of requirements for maintaining school grounds, turf and landscaping in a healthy, safe, clean and orderly condition.
2. Ability: To use groundskeeping equipment with skill and efficiency; use basic mechanical tools in performing minor repairs and adjustments; safely use the hand and power tools for gardening and groundskeeping work; maintain equipment and perform minor repairs and adjustments to equipment and tools as necessary; to perform a variety of grounds maintenance tasks under the direction and supervision of Supervisor of Buildings and Grounds.
3. Education: Equivalent to completion of the twelfth grade.
4. License: Possession of a valid State of California chauffeur's license and school bus driver's license or the ability to secure one.

TYPICAL DUTIES:

1. Confers with Supervisor of Buildings and Grounds regarding care and upkeep of grounds at school sites.
2. Routinely inspects grounds with respect to need for water, aeration and fertilizer; reports any possible problems, such as lack of water to turf and landscape areas to the Supervisor of Buildings and Grounds.
3. Makes necessary safety reports to appropriate officials on a regular basis.
4. Requisitions ground supplies and equipment as needed.
5. Keeps appropriate records and prepares necessary reports.
6. Maintains radio communications with appropriate personnel at all times while on duty.
7. Performs tasks as assigned by Director of District Operations.
8. May be on-call for emergencies as determined by the Director of District Operations.
9. At the direction of the Supervisor of Buildings and Grounds, may perform the following:
 - Paint inside and outside of buildings with brush, roller or spraying equipment. May have to climb ladder.
 - Install or repair fences, do cement and asphalt work.
 - Prune trees, hoe weeds, install and repair irrigation systems.
 - Replace lights and clean light fixtures (use ladder)
 - Shampoo carpets, Pull and push equipment and move classroom furniture.

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- Scrub and wax floors using electrically powered floor machine. Mop the floor and apply wax with mop.
- Receives supplies, moves boxes.
- Does minor carpentry, electrical and plumbing work.
- Dust counters, cleans windows and general classroom cleaning.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the following ability:

1. Normal manual dexterity and hand-eye coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stoop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aides, distinguish colors, read and understand rules and policies, labels and instructions.
6. Verbal communications including the ability to speak and hear at normal room levels.
7. Ability to use telephones and office equipment.

WORK ENVIRONMENT:

Work is performed in indoor and outdoor environments, exposure to dust, oils and cleaning chemicals. May work on ladders or scaffolding, may work with exposure to moisture, some exposure to childhood and other diseases in a school environment. Regular contact with Ripon Unified School District Staff, district office staff, and the public.

Immediate Supervisor: Supervisor of Buildings and Grounds

Assignment: 8 hours per day as determined by Supervisor of Buildings & Grounds

Salary: CSEA Salary Schedule: Range 43