

Simi Valley Unified School District

Classification: GROUNDSKEEPER I	Revisions:
Department/Site: Maintenance & Operations, or designated school site	FLSA: Non-Exempt
Approved by: Personnel Commission, October 2011	Salary Range: 67 (Classified)

Summary

Performs a variety of work involving grounds and landscape maintenance of school sites, and District grounds, including public access areas, gardens, and sports fields. Works under the general direction of assigned lead or supervisor. Works primarily as skilled crew member but on small assignments may work independently with little or no direction.

Distinguishing Career Features

The Groundskeeper I is the first, and entry-level in a groundskeeping career path. Advancement to Groundskeeper II is based on need, and requires two years experience and demonstrated competency in maintaining a complete site that includes landscaping, horticultural techniques, and lawn care. Advancement to Groundkeeper III is based on need and requires competency in turf management and skill at operating medium-to-heavy duty specialized equipment.

Essential Duties and Responsibilities

Incumbents in this position are capable of learning and performing all of the essential duties, however, may specialize in a portion listed below based on the needs of the school sites and other facilities, and projects:

- Mows, edges, aerates, and re-seeds lawns. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Operates and cleans power walking lawn mowers, power blowers, and other motorized equipment requiring similar skill.
- Assists with landscaping projects. Participates in constructing and contouring raised beds, gardens, and drainage areas.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as instructed. Spades and otherwise prepares grounds for planting.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas.
- Maintains and assists with repairs to and modification of irrigation systems. Digs trenches, unloads and relocates materials, and cleans tools and equipment.
- Assists with repairs to and replacement of landscape irrigation components. May make changes to shutoff valves, irrigation valves, and physical layouts.
- Assists in adjusting, maintaining, and repairing electronic timers. Assists with replacing and repairing a variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
- Assists in draining, flushing, cleaning, and repairing water storage reservoirs and irrigation boxes from water sources on a periodic basis.
- Performs surveillance over play and other public areas to identify potential safety issues.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires: Working knowledge of the procedures, methods, techniques, and equipment used in grounds and landscape maintenance. Knowledge of the procedures used in the proper application of fertilizers and other additives. Basic knowledge of routine maintenance of sprinkler irrigation systems. Sufficient human relations skill to interact with co-workers, staff, and students. Sufficient mathematic skills to calculate weights, proportions, and sums.

▪ **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. Learn and perform sidewalk repairs, including mixing and pouring concrete, asphalt, etc. Identify common 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. Maintain accurate records. Prioritize and organize work to meet timelines and deadlines.

▪ **Physical Abilities**

Requires: ability to stand for extended periods of time; ability to manipulate (lift, carry, move) light to heavy weights on a regular basis; ability to push, pull, and guide materials of heavy weights; ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis; sufficient hand-eye coordination, and hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information; auditory ability to hear machinery sounds and alarms; near and far visual acuity to read printed materials and observe grounds objects; speaking ability to carry on ordinary conversations; and ability to work in extreme temperature conditions.

▪ **Education and Experience**

Requires graduation from high school or equivalent and 1 year groundskeeping, landscaping or equivalent experience.

▪ **Licenses and Certificates**

Requires a valid California driver's license.

▪ **Working Conditions**

Work is performed mostly outdoors where significant health and safety considerations exist from physical labor, exposure to extreme weather conditions and working with machinery.