

METROPOLITAN EDUCATION DISTRICT
Lead Groundskeeper



Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Facilities Manager
Classification:	Classified; CSEA bargaining Unit
Date Approved:	1/12/2015
Dates Revised:	10/27/2015, 8/17/2016
Position Control:	142225, Salary Schedule 2, Range 26, 12 Month Work Year

POSITION DESCRIPTION:

Under limited supervision of designated administrator, plans, performs, oversees, directs and coordinates daily work activities of grounds personnel; performs related work as required.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Confers with administrator regarding grounds and landscaping care at school site(s)
- Responsible for making decisions on schedules and materials required for the job
- Performs, plans, assigns, oversees, trains and inspects work of subordinates
- May supervise performance of Community Service Weekend Work Crew
- Supervises and ensures tasks are completed properly
- Sees that grounds are set up for special events and needs
- Reports repair work to proper authorities
- Install, inspect and maintain sprinkler system and ensures proper working order
- Conducts frequent inspections of the school to ensure that standards of safety are met
- May assist with security of buildings; may lock and unlock doors and windows
- Reports sanitary and safety hazards; cleans walks and removes refuse from grounds; cultivates, waters and trims lawns, shrubs, hedges and trees
- Oversees and may perform minor maintenance projects and in the major upkeep of grounds/landscaping during non-school days
- Cleans and clears debris from drains; safeguards school property
- Establishes and maintains written, detailed work schedules including special activities
- Arranges for proper equipment and materials
- Responsible for insect and rodent control
- Prepares and submits reports for inventories; coordinates purchasing of landscaping supplies and services; orders equipment and supplies from vendors
- Picks up, delivers, loads and unloads supplies and equipment
- Maintains required records to keep the grounds staff in compliance with CAL/OSHA and environmental regulations; is accountable for adherence to all safety rules and regulations of all grounds keeping staff
- Responsible for proper operation and service of equipment assigned to the grounds/landscaping staff

EMPLOYMENT STANDARDS

Knowledge of:

- Current landscaping methods and the safe use and care of groundskeeping materials, equipment, methods and practices including planting, cultivating and caring for lawns, shrubs

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EMPLOYMENT STANDARDS (continued):

Knowledge of:

- Requirements for maintaining school grounds in a safe, clean and orderly condition
- CAL/OSHA Safety Regulations;
- Basic motor vehicle operation and service requirements.

Ability to:

- Ability to direct and coordinate the work of groundskeeping crew at the site(s)
- Use basic tools in performing minor repairs and adjustments
- Operate and use forklift, floor dolly, hand truck, lawn mower tractor and other motorized equipment
- Maintain service records of landscaping equipment
- Understand and carry out oral and written directions in English
- Perform heavy physical labor, lift at least 50 pounds
- Keep records and prepare reports
- Maintain cooperative relationships
- Read and understand directions in use of chemicals and solutions

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- Five (5) years' experience in grounds keeping work and at least one (1) year in a lead capacity
- Bilingual Spanish desirable

Education and Credentials:

High school level

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission statement, strategic directions, policies and goals.

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MINIMUM QUALIFICATIONS (continued):

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 35 pounds

Date: _____

Signed: _____
Employee Signature