

**VALLEJO CITY UNIFIED SCHOOL DISTRICT**

Human Resource Services  
665 Walnut Avenue, Vallejo, CA 94592

**JOB DESCRIPTION**

**GROUNDS WORKER**

Title:	Grounds Worker	Reports To:	Maintenance & Grounds Manager
Department:	Maintenance & Grounds	Work Year:	260 Days per year
Classification:	Classified	Salary	See Classified M&O/Transportation Salary Schedule.
Date Approved:	July 2010		

**DESCRIPTION OF POSITION:**

The Grounds Worker, under the direction of the Maintenance Manager or Lead Groundsmen, performs routine and semi-skilled grounds maintenance and gardening work, along with the guidance from the Lead Grounds Worker and Head Custodian.

**REPRESENTATIVE DUTIES:**

- Water and mow lawns. *E<sup>1</sup>*
- Operate power mowers, power washers, edger's, trimmers, and other hand tools. *E*
- Make minor repairs. *E*
- Put up barriers around newly planted areas. *E*
- Hoe, weed, and rake lawns. *E*
- Rake leaves and trash and load truck. *E*
- Cultivate, fertilize and irrigate flowers, shrubs, trees, and lawns. *E*
- Clean storm drains, sumps, and drainage ditches. *E*
- Pick up paper on grounds. *E*
- Assist custodians as required. *E*
- Clean tools and equipment, dump garbage cans into dumpster, wash and clean garbage cans after each dumping. *E*
- Maintain clean and safe work area. *E*
- Perform other related duties as assigned.

**EDUCATION AND EXPERIENCE:**

- High School diploma or GED.
- One year of paid grounds maintenance and gardening or custodian experience, performing duties similar to those listed above is desirable.

**LICENSE:**

- Must have appropriate California Driver's License and be insurable by the District's carrier.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic methods and tools used in cultivating and caring for lawns, shrubs and trees.
- All water sources and the tools required to turn on and off the supply to all structures.

<sup>1</sup> Essential Duties as required by the American Disabilities Act


**ABILITY TO:**

- Perform general gardening, grounds work, and heavy manual labor.
- Operate the required equipment.
- Work cooperatively with others.

**PHYSICAL REQUIREMENTS:** Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	4	Lift/carry 0-10 lbs	4
Twist	4	Lift/carry 11-25 lbs	4
Squat	4	Lift/carry 26-40 lbs	4
Kneel	4	Lift/carry 41-100 lbs	3
Climb	4	Stand	3
Reach above shoulder	4	Walk	3
Grip/Grasp	4	Sit	2
Extend/Flex Neck	4	Drive	2
Use Right Hand	4	Perform Repetitive Hand Motions	3
Use Left Hand	4	Keyboarding/Mouse Work	1
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The district is compliant with ADA requirements.

Approved by:  \_\_\_\_\_  
Mel Jordan, Assistant Superintendent of Administrative Services

Date: 2/17/11