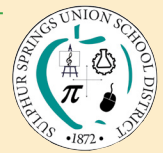


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

LEAD GROUNDSKEEPER

DEFINITION

Under supervision, to act as a lead person to a crew while performing varied grounds maintenance and playground preparation work; to operate powered grounds equipment, such as edgers, push mowers, small riding mowers, trucks, and trailers; to learn to operate large tractor mowers, tractors, and tractor attachments; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are at the intermediate and lead level in the groundskeeping series. Incumbents in this class perform a wide range of grounds and landscape maintenance work and to learn to operate grounds maintenance equipment.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Serve as a lead person on groundskeeping crews, groundskeeping project construction and repair work; estimate materials and labor required for projects; assure that proper safety regulations and practices are observed.

Communicate clearly in writing and orally any ground crew needs, priorities, and processes with Principals, Supervisors, Department Heads, and crewmembers

Use hand groundskeeping tools and operate light and medium power driven mowers and grounds construction equipment. Care for and store tools and equipment in accordance with departmental procedures.

Mow and edge lawn areas, trim and prune trees and landscape; mix and apply herbicides, pull weeds, blow and sweep walks and paved areas; water lawns and planted areas; rake leaves; plant shrubs, trees, ground cover, turf, and flowers.

Perform daily vehicle inspection and drive light truck with trailer to transport grounds equipment. Wash, service, and maintain grounds equipment; make adjustments and minor repairs to grounds equipment, detect needed mechanical work, and make repair requests.

Load and unload equipment and materials; transport equipment and materials to sites.

Select tools, materials, and equipment needed to complete assigned work; transport tools, materials, and equipment from truck to the work area; use tools of the trade with skill, observing applicable safety precautions, using safety shields, guards and clothing, and establishing a safe and secure work zone for self and others in the work area; leave area in clean and safe condition when work is complete.

Wear identification and protective clothing and use safety equipment and devices.

Make routine repairs to irrigation systems; set timers.

Transport furniture and playground equipment; assemble and install playground equipment; set up furniture for special events; collect and dispose of trash.

Dig trenches, use jackhammer to break and cut concrete and asphalt; mix, pour and finish concrete for walks, pads, and equipment installation; perform routine welding for fences, gates, tables, and chairs; perform other routine maintenance and construction work, as assigned; and assist trades workers with jobs that require a crew.

Clean drainage ditches, gutters, down spouts and storm pipes.

Wear identification and protective clothing and use safety equipment and devices.
Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

Knowledge of:

Operation, care maintenance and safe use of standard powered groundskeeping equipment.
Proper use, methods, materials, tools and equipment used in groundskeeping and general utility work.
District operational safety precautions and procedures.
Basic mathematics.

Ability to:

Plan, organize, direct or coordinate the work of others.
Plan and project labor and time costs.
Operate and maintain a variety of power groundskeeping equipment and tools safely and skillfully.
Perform skilled groundskeeping maintenance work.
Operate a vehicle observing legal and defensive driving practices.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Work out-of-doors during inclement weather.
Mix and apply pesticides and weed abatement chemicals.

TRAINING AND EXPERIENCE

Any combination of training, education and experience, which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is some experience in groundskeeping work and the operation of power groundskeeping equipment.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this

section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks, which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS

Vision: (which may be corrected)
See small objects at a distance of 10'

Walk over uneven terrain

Use peripheral vision

Hearing: (which may be corrected)
Hear sounds, which warn of potential danger
Analyze sounds of equipment operation

Tolerate exposure to noisy conditions

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate twist and bend hands at wrist and elbow

Extend arms to reach outward and upward

Use hands and arms to lift objects
Turn, raise, and lower head
Twist and bend at torso

Lower Body Mobility:

Walk on even and uneven terrain

Climb stairs/ladders

Stand for prolonged periods of 4 hours

Step over objects

Strength:

To lift, push, pull, and/or carry objects, which Weigh as much as 50 pounds on a frequent basis

ASSOCIATED TASKS

To Perform Tasks Such As To:

Avoid damage to grounds equipment and sprinkler equipment and to prevent injuries to staff and students

To perform groundskeeping and tree trimming duties

To operate vehicle and grounds equipment

To Perform Tasks Such As To:

Perform equipment operations in presence of children

Hear sounds which warn of equipment malfunction

Operate grounds equipment for prolonged periods each day

To Perform Tasks Such As To:

Adjust, clean, and service grounds equipment and use grounds tools, make equipment fingers, adjustments, use tree trimming and grounds tools

Load and unload equipment, trim trees and maintain grounds

Load and unload materials and equipment

Observe area when operating equipment

Load and unload materials, service equipment and trim trees

To Perform Tasks Such As To:

Trim trees, load and unload materials and equipment

Trim trees and get on and get off motorized equipment

Trim trees and perform groundskeeping tasks; mow large field; drag fields

Perform trenching; weed in planters; step across trenches

To Perform Tasks Such As To:

Load and unload equipment and material

and 100 pounds on an occasional basis

Smell:

Distinguish strong odors, which may warn of equipment malfunction or danger

Environmental Requirements:

Exposure to sun, rain and wind without effective protection

Exposure to harsh chemicals/toxic conditions

Work performed at considerable heights above the ground

Work around unpleasant fumes/odors and dirt/dust

Work independently

Work outside

Mental Requirement:

Understand, interpret, and apply routine information

Judgment

Learn quickly and follow verbal procedures and standards

Process information quickly and make quick decisions

To Perform Tasks Such As To:

Detect major equipment overheating or gasoline leaks

To Perform Tasks Such As To:

Perform grounds equipment operations

Clean and oil equipment and spray herbicides

Trim trees and remove debris from roofs and drain spouts

Operate gasoline-powered mowers and equipment

Perform scheduled mowing of large fields

Perform equipment operations and groundskeeping work

To Perform Tasks Such As To:

Follow schedule

Operate large mowers and construction equipment in the presence of children

Follow schedule and perform unscheduled grounds tasks

Ensure safe use of equipment

Updated: July 26, 2013