

**Oroville Elementary School District
Job Description**

JOB TITLE: GROUNDS AND MAINTENANCE WORKER

SALARY LEVEL:	32	DIVISION:	Classified
DEPARTMENT:	Maintenance/Operations	LOCATION:	Warehouse
REPORTS TO:	Director of Maintenance, Operations and Facilities		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED:	February 3, 2016

SUMMARY: Under the direct supervision of the Director of Maintenance, Operations and Facilities, the grounds and maintenance worker maintains and cares for district grounds and performs preventative maintenance and repairs on hand and power equipment related to the grounds department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Performs general grounds maintenance work including raking leaves, hoeing weeds, picking up trash, mowing lawns, edging and weeding lawns, patching asphalt, pouring cement, laying sprinkler pipe and fixing sprinklers. Designs and constructs landscape areas including forming and pouring of curbs, barriers, and walkways. Creates cost estimates and plans for such projects.

Plants, cultivates, fertilizes, sprays, waters, and trims or prunes ornamental plants, shrubs, hedges, trees, flowers, and lawns to produce healthy plants and an attractive appearance. Prepares seedlings or transplanting beds by cultivating soil and adding the necessary amendments (fertilizer and chemicals) if needed.

Rakes and disposes of leaves. Cleans out drainage ditches and culverts.

Inspects flowers, shrubs, trees and lawns, for evidence of insects, fungi, and other pests. Sprays or dusts herbicides or pesticides on infected areas in compliance with appropriate laws, regulations and safety rules.

Installs irrigation systems in accordance with commercial standards and appropriate design criteria.

OROVILLE ELEMENTARY SCHOOL DISTRICT
JOB TITLE: GROUNDS AND MAINTENANCE WORKER
PAGE 2

Uses hand and power tools necessary to perform the duties assigned and cleans and maintains brushes, tools, and equipment used in the performance of these duties. Sharpens tools such as weed cutters, edging tools, and shears.

Does other utility work as assigned, such as moving supplies, furniture and equipment, loading and unloading trucks, painting, minor furniture repair, and general custodial work including the cleaning of grounds, roof gutters, downspouts, and removes litter. Repairs fences, gates, walls, and walks.

Services vehicles used in job duties.

Makes repairs on equipment such as lawn mower, spreader, edging equipment, and gasoline engines and other machinery.

Applies finishes to various surfaces.

Makes minor emergency repairs and adjustments to plumbing and electrical equipment and apparatus in school buildings as directed by supervisor.

Does minor construction work on buildings, including cement work.

Answers emergency calls at any time and takes appropriate actions to protect and preserve property.

Works safely and monitors overall safety conditions and reports concerns to supervisor.

Works as an assistant to the maintenance technician if called upon.

Performs other related duties, as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); one to three years related experience and/or specific training in landscaping or horticulture; or equivalent combination of education and experience. Individuals with specific training and coursework in horticulture are preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating

OROVILLE ELEMENTARY SCHOOL DISTRICT
JOB TITLE: GROUNDS AND MAINTENANCE WORKER
PAGE 3

and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate ideas effectively to fellow employees and the public. Ability to follow written and oral instructions.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to understand and follow instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

California Driver's License (required by the first day of service)
California Department of Motor Vehicles printout of the employee's driving record required
Class B License (may be required)

OTHER SKILLS AND ABILITIES: Ability to operate forklift, rotary mower and various hand tools such as weed-eater and blower. Ability to process paperwork, such as invoices and inventory sheets. Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates will be required to take a Pre-placement Physical Examination and Functional Capacity Pre-placement Screening prior to being offered employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to manipulate or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, and taste or smell.

The employee must regularly lift and/or move up to 20 pounds up to a height of six feet, occasionally lift and/or move up to 50 pounds to a height of five feet, and rarely lift and/or move up to 94 pounds to a height of three feet. However, while lifting amounts above 60 pounds, a partner should be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**OROVILLE ELEMENTARY SCHOOL DISTRICT
JOB TITLE: GROUNDS AND MAINTENANCE WORKER
PAGE 4**

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles and vibration. The employee occasionally works in high, precarious places and is regularly exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually loud.

COMMENTS: Good conditioning and overall fitness required. The position demands that a person be mentally alert and physically capable of handling heavy loads.

PCC:slc
GROUNDS & MAINTENANCE WORKER