



CLASSIFIED
Job Class Description
 4270.27

Alpine Union School District
Equal Employment Opportunity

GROUNDS MAINTENANCE WORKER

DIVISION: Maintenance & Operations

SALARY SCHEDULE: Classified
LEVEL: Range 16

REPORTS TO: Supervisor, Maintenance & Operations

DATES CURRENT JOB DESCRIPTION APPROVED:
 Board of Trustees effective: 10/17/2018

PURPOSE:

Under general supervision of the Supervisor, Maintenance and Operations, and in coordination with the Lead Maintenance Worker, to perform routine gardening, grounds, and maintenance work; and to do related work as required. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports student learning.

Distinguishing Characteristics

Grounds/Maintenance Worker assists a Lead Maintenance Worker in maintaining and repairing District buildings, equipment and grounds. This is an entry level classification in the Maintenance and Operations job family.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Performs routine gardening work in maintaining landscape and lawn areas.
- Lines and marks fields.
- Operates power mowers and other gardening and landscape machinery, tools and equipment.
- Drives truck and transports various items (e.g., grounds keeping equipment, supplies, etc.)
- Maintains landscaping, athletic fields and outdoor areas (e.g., lawns, trim hedges, cleaning cement, spraying herbicide, raking leaves, removing graffiti, cleaning tables, clearing drains, washing down buildings/awnings, etc.).
- Vacuums, blows and cleans walkways and fields.

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 Updated: 10/2018
 Previous job class approval/revision dates: 02/12/1992

- Removes paper, trash and other debris from grounds and adjacent building areas.
- Assists other personnel by moving furniture and equipment, preparing for special events and cleaning facilities.
- Assists Lead Maintenance Worker in routine maintenance work.
- May assist in emergency cleanup resulting from breakage, vandalism, spilling or illness.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Safety procedures and practices used in grounds and maintenance work.
- Usage of tools and equipment in planting, cultivating and caring for lawns, flowers, shrubs, trees and plants.
- Hand and power tools and equipment used in grounds and routine maintenance work.
- Basic written and spoken English. Basic arithmetic.

ABILITY TO:

- Perform physical labor.
- Use various gardening, grounds and maintenance tools and power equipment safely and efficiently.
- Establish and maintain effective working relationships with students, staff and the community.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow Department and District policies and procedures.
- Understand and carry out oral and written instructions and directions.
- Work effectively without close supervision.
- Work with a wide diversity of individuals.
- Adapt to changing work priorities.
- Meet deadlines and schedules.
- Adhere to safety practices and procedures.

EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience:

Some previous grounds and maintenance work is desirable; or any combination of education, training and/or experience which demonstrates the ability to perform the required duties.

Education:

High School Diploma or Equivalent

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Licenses:

Possession of a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodation.)

Good physical condition.

Significant standing, walking, lifting, carrying, pushing, and/or pulling

Some climbing and balancing

Frequent stooping, kneeling, crouching, and/or crawling

Significant fine finger dexterity

Temperature variations and some exposure to risk of injury or illness