

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### GROUNDSKEEPER

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#### **DEFINITION:**

Under the direction of an assigned supervisor, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.
- Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.
- Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas, parking lots, playgrounds, athletic fields and other assigned areas; empty waste receptacles.
- Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, power pressure sprayers and other equipment used in grounds maintenance work; utilize standard gardening hand tools.
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil.
- Maintain routine records related to assigned activities.
- Move and arrange furniture and equipment as requested.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: one year grounds maintenance experience.

##### Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Valid Forklift Certificate to be obtained within the first sixty days of employment.

##### Knowledge of:

- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in gardening and groundskeeping work.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Operation and maintenance of hand and power tools and equipment used in groundskeeping.
- Basic record-keeping techniques.
- Health and safety regulations.

##### Ability to:

- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Understand and follow oral and written instructions.
- Maintain routine records.
- Observe health and safety regulations.
- Work cooperatively with others.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate grounds maintenance equipment.
- Walking or standing for extended periods of time.
- Seeing to perform gardening and grounds work.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Sitting to operate tractors, mowers and other machines.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.

#### **Hazards:**

- Working around and with machinery having moving parts.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 6/4/96**

**Unit Approved: 6/5/96**

**Board Approved: 7/1/96**

**FLSA Status: Non Exempt**