

# MODESTO CITY SCHOOLS

## Job Description

JC# 1708

### GROUNDS DEPARTMENT HEAD

#### OVERALL RESPONSIBILITY

Under general supervision, serve as department head over the grounds department: check the performance of assigned staff as it relates to maintenance, operations and construction.

#### SPECIFIC RESPONSIBILITIES

1. Oversee the maintenance and care of grounds to ensure clean, aesthetic and safe conditions. *E*
2. Ensure the proper installation, operation and repair of irrigation sprinklers and drainage systems. *E*
3. Coordinate the moving of bleachers, furniture, and equipment. Coordinate the preparation of athletic fields and tracks. *E*
4. Coordinate the installation and repair of asphalt, fences, concrete, and playground equipment. *E*
5. Plan for materials needed for maintenance, operations and construction projects and coordinate as necessary. *E*
6. Develop plans and schedules related to maintenance, operations and construction work as directed. *E*
7. Estimate time, material, and labor for maintenance, operations and construction projects. *E*
8. Follow up on progress of maintenance, operations and construction projects. *E*
9. Attend bid walks, pre-construction and progress meetings as needed. *E*
10. Assist in the development of District standards, materials, and procedures. *E*
11. Read and understand construction drawings, plans, and specifications. *E*
12. Ensure the proper operation and maintenance of tools and equipment in the grounds department. *E*
13. Adhere to State, County and District safety codes and procedures. *E*
14. Assist in the selection, orientation, supervision and evaluation of subordinate personnel. *E*
15. Orient new employees to their duties and responsibilities. *E*
16. In-service grounds department staff. *E*
17. Check the work of grounds department staff and document any deficiencies or progress. *E*
18. Work with other departments, architects, contractors and outside agencies when necessary. *E*
19. Attend Modesto City Schools' asbestos training program within the first sixty (60) days of employment. *E*
20. Wear Modesto City Schools' identification during assigned work hours (e.g., badge or Modesto City Schools' shirt). *E*
21. Wear Personal Protective Equipment (PPE) applicable to assigned tasks, to ensure adherence to safety procedures, as directed. *E*

## **GROUND'S DEPARTMENT HEAD (continued)**

### SPECIFIC RESPONSIBILITIES (continued)

22. Maintain a valid California Commercial Driver's License – Class A. *E*
23. Maintain participation in CA DMV Assessment System/Automatic Pull Program. *E*
24. Obtain a valid Department of Transportation Powered Industrial Truck Operator's Permit within the first sixty (60) days of employment and maintain the permit thereafter. *E*
25. Utilize technology as appropriate to the position.
26. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
27. Perform other related duties as assigned.

### SALARY

Classified Unit Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

Knowledge related to all job responsibilities of positions within the grounds department.  
Knowledge of maintenance, operations, and construction work.  
Knowledge of and ability in the use and application of materials, tools, equipment and methods used in gardening maintenance work.  
Knowledge of the dangers of hazardous materials and ability to take immediate appropriate action to prevent injury to self and others.  
Knowledge of equipment safety practices and procedures.  
Knowledge of State and County safety codes and standards.  
Knowledge of troubleshooting techniques.  
Ability to drive medium-sized trucks and operate light equipment.  
Ability to operate power cleaning equipment.  
Ability to do minor small engine repair.  
Ability to make time, material and labor estimates.  
Ability to read blueprints and work according to plans and specifications.  
Ability to implement assigned tasks with a minimum of direct supervision.  
Ability to perform basic arithmetic calculations with speed and accuracy.  
Knowledge of and ability to perform data entry functions.  
Ability to understand and implement oral and written directions given in English.  
Ability to work with agencies, architects, and contractors.  
Ability to work cooperatively with a wide variety of personalities and situations with poise and consistency.

#### Experience

##### Minimum Requirement:

Four (4) years' experience performing site maintenance, gardening work, and equipment operations or forty-eight (48) months' experience acquired through an accredited apprenticeship program, skill training program, or general site maintenance, gardening work, and equipment operations experience.

#### Education

##### Minimum Requirement:

Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

## **GROUND'S DEPARTMENT HEAD (continued)**

### QUALIFICATIONS (continued)

#### License(s)/Certificate(s)/Permit(s)

##### Possession and maintenance of:

Valid CA Commercial Driver's License – Class A.

Valid Medical Examiner's Certificate issued in accordance with the motor carrier safety regulations of the Department of Motor Vehicles.

Department of Transportation Powered Industrial Truck Operator's Permit must be obtained within the first sixty (60) days of employment and maintained thereafter.

Must provide a DMV printout within five (5) work days of offer of employment.

#### Physical Characteristics

##### With or Without the Use of Aids:

Sufficient vision to read fine print, diagrams, blueprints and manuals, and drive and operate equipment.

Sufficient depth perception. Sufficient color acuity to identify color-coded wiring.

Sufficient hearing to hear audio malfunctions, detect air/gas leaks and equipment malfunctions. Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations and at the work site.

Ability to reach horizontally and vertically with arms. Sufficient dexterity to operate hand and power tools requiring strength and coordination, manipulate small objects, print or write legibly, operate precision tools, and make minute repairs.

Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, crawl under buildings, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs. Sufficient physical ability, strength, mobility, and stamina to perform heavy physical labor in hot, cold and inclement weather conditions.

Sufficient physical ability, strength, balance, and tolerance of heights to climb trees and work on rooftops, scaffolds and ladders at heights up to 50 feet, sometimes in precarious positions.

Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 75 pounds in a series of functional tests which clearly simulates the work environment.

Sufficient physical ability, mobility and stamina to work in small spaces with arms extended.

Physical ability to sit for extended periods of time.

Physical tolerance to chemical odors and the ability to work with a variety of chemicals.

#### Pre-Employment Physical Examination

A physical and tuberculosis examination is required as a condition of employment. Pre-employment physical examination shall be administered by a District provider and be at the District's expense. Individuals must evidence ability to perform physical requirements of position and test negative for drugs, alcohol and tuberculosis.

### REPORTS TO

Associate Superintendent, Business Services or designee

Board Approved: 3/2/15

Reclassification Equity Adjustment Review Committee Revised and Approved: 9/30/20