

Position: **Groundskeeper**  
Department: **Maintenance and Operations**  
Bargaining Unit: **CSEA**  
Salary: **Classified Unit Salary Schedule, Range 29**

**DEFINITION**

Under general supervision, perform general and varied gardening and grounds maintenance work; and maintain the grounds in an appealing and orderly manner.

**SUPERVISION RECEIVED AND EXERCISED**

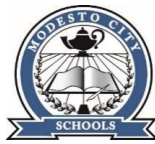
Supervision is provided by Senior Director of Maintenance and Operations or designee.

**DISTINGUISHING CHARACTERISTICS**

These classifications are distinguished in the following ways: Custodian, Custodian/Swimming Pool Operator, Custodian/Groundskeeper and Custodian/Theater Technician positions all perform the same duties required to maintain assigned school buildings and/or building areas; however, the Custodian/Swimming Pool Operator, Custodian/Groundskeeper and Custodian/Theater Technician have additional responsibilities that differ from the general Custodian job description. The Groundskeeper position is responsible for performing general and varied gardening and grounds maintenance work.

**EXAMPLE OF RESPONSIBILITIES**

1. Trim and prune shrubs, hedges, trees, and grass.
2. Prepare ground and fertilize, and/or plant lawns, trees, shrubs, hedges, and flowers.
3. Spray landscaped areas with insecticide.
4. Mow weeds and rake lawns.
5. Operate irrigation/sprinkler systems.
6. Assist in moving and arranging bleachers, furniture and equipment for special events.
7. Assist in the preparation, lining, marking, and dragging of athletic fields, tracks, or related areas.
8. Install, maintain, and repair sprinkler systems.
9. Assist in the cleaning of gutters, downspouts and drains.
10. Keep drainage systems clear and in working order.
11. Operate power equipment (e.g. trucks, street sweeper, fork lift, lawn mower, gang mower, power edger, rototiller, etc.).
12. Service and make minor repairs to equipment.
13. Load/unload trucks with materials or equipment.
14. Collect, empty outside trash cans and pick up outside litter.
15. Attend Modesto City Schools' asbestos training program within the first sixty (60) days of employment.
16. Wear Modesto City Schools' identification during assigned work hours (e.g., badge or Modesto City Schools' shirt).
17. Wear Personal Protective Equipment (PPE) (e.g. shoes, gloves, eye goggles, aprons, face protectors, breathing apparatus, etc), when necessary.
18. Maintain a valid California Driver's License.
19. Maintain participation in CA DMV Assessment System/Automatic Pull Program.
20. 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.
21. Utilize technology as appropriate to the position.
22. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
23. Perform other related duties as assigned.



Position: **Groundskeeper (continued)**

## **JOB REQUIREMENTS**

### **Knowledge of:**

- Knowledge of methods, materials, tools and equipment used in gardening maintenance work.
- Knowledge of equipment safety practices and procedures.
- Knowledge of and ability to perform data entry functions.

### **Work Factors:**

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.
- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.
- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

- One (1) year of experience performing grounds maintenance or gardening work.

### **Education:**

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

### **License(s)/Certificate(s):**

- Valid California Driver's License - Class C.
- Must provide a DMV printout within five (5) days of offer of employment.
- Department of Transportation Powered Industrial Truck Operator's Permit to be obtained within the first sixty (60) days of employment.



Position: **Groundskeeper (continued)**

Physical Characteristics:

- Sufficient vision to drive and operate equipment.
- Sufficient depth perception.
- 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.
- Ability to reach horizontally and vertically with arms.
- Sufficient dexterity to manipulate small objects, and print or write legibly.
- Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs.
- Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 100 pounds in a series of functional tests, which clearly simulates the work environment.
- Sufficient physical ability to sit for extended periods of time.

Board Approved: 1/13/14

Reclassification/Equity Adjustment Review Committee Revised and Approved: 2/24/22