**HESPERIA UNIFIED SCHOOL DISTRICT**
**POSITION DESCRIPTION**

# SENIOR GROUNDSKEEPER

**JOB PURPOSE STATEMENT:** The job of Senior Groundskeeper is done for the purpose of maintaining attractive grounds areas; ensuring the availability of required equipment; protecting against erosion; maintaining grounds for assemblies and/or recreational activities; ensuring assignments are completed in a safe, proper, and timely manner; and providing guidance and direction to assigned workers, as needed.

**Essential Job Functions:**

- **Cleans** landscaped areas and related items (e.g. storm drains, rain gutters, etc.) to prevent flooding and remove hazards
- **Evaluates** landscaped areas, equipment, sprinkler systems, and grounds (e.g. fields, parking areas, etc.) to identify repairs and/or replacement needs, to maintain schedules, and to prevent erosion
- **Maintains** landscaping (e.g. lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc.) to preserve grounds in a healthy, attractive, and safe condition
- **Maintains** groundskeeping equipment for the purpose of ensuring the availability of equipment in safe operating condition
- **Plants** various landscaping materials (e.g. lawns, shrubbery, flowers, etc.) to keep the areas attractive and protect against erosion
- **Prepares** documentation to provide written support and/or convey information
- **Prepares** grounds (e.g. ball fields, courtyards, flower beds, etc.) to provide adequate, attractive, and safe areas for assemblies, athletic events, and/or recreational activities
- **Procures** equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently
- **Provides** guidance and training to less experienced employees, vendors, and/or community service workers to ensure that assignments are completed in a safe, proper, and timely manner
- **Repairs** playground equipment and irrigation components for the purpose of providing a functional and safe environment
- **Requests** materials, supplies and equipment to ensure that adequate materials are available to complete assignments in a timely manner
- **Transports** various items (e.g. equipment, supplies, etc.) to provide materials at job sites, as required, to complete tasks

**Other Job Functions:**

- **Assists** personnel in related trades, as needed, to support them in the completion of their work activities

**Job Requirements - Qualifications:**

**Knowledge, Skills, and Abilities:**

*Knowledge* is required to perform basic math, including fractions, percentages, and ratios; to read a variety of manuals; to type correspondence (e.g. memos, emails, etc.), usually in prescribed formats; to prepare reports; to speak before groups; and to apply common sense understanding of detailed, multi-step instructions in a combination of written, oral, and diagrammatic form.

*Skills* are required to perform multiple specialized technical tasks. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in trade; and preparing and maintaining accurate records.

*Abilities* are required to deal with a level of complexity of tasks that require significant coordinating of others' schedules and/or activities; practicing discretion, independent action, and judgment when working with people; and interacting with persons and/or agendas that frequently change. Specific abilities include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

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**Responsibility** with regard people includes leading, guiding and/or coordinating. The resources required (people, equipment, facilities, and/or funding) necessary to perform job functions are of a moderate scope and moderate opportunity exists for significant impact (positive or negative) on the organization's mission. Work is not generally reviewed in detail.

**Working Environment:** The job functions are generally performed in an outdoor environment, requiring the following significant physical abilities: lifting a minimum of 50 lbs., carrying, pushing, pulling; stooping, kneeling, crouching; reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual.

**Educational Requirements:** A high school diploma or equivalent is required.

**Experience Requirements:** Two years of job-related experience is a prerequisite.

**Licensing, Certification, Testing Requirements:** Fingerprint/criminal justice clearance; Tuberculosis clearance, and a valid driver's license and evidence of insurability are required.

**Revised 4/10/19**