

**Corning Union High School District  
Job Description**

**JOB TITLE: Grounds Maintenance I**

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**Salary Range:**

**DEPT./FAMILY: Custodial/Maintenance**

**Immediate**

**Supervisor:**

**Director of M & O**

**Approved By:**

**Board of Trustees**

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**DEFINITION:**

Under general supervision of the Director of Maintenance to perform grounds maintenance and landscape work including mowing, trimming, and general cleanup; repairs and maintains irrigation systems; applies pesticides and fertilizers as directed, and participates in landscape installation on school grounds and landscaped areas as part of a crew. This is a semi skilled Grounds Maintenance position and may work independently or as part of a crew.

**ESSENTIAL FUNCTIONS:**

- Perform general grounds maintenance work, including sweeping walkways, removing trash, raking leaves and removing weeds.
- Plant, cultivate, water, fertilize, trim and prune trees, plants, shrubs, lawns and fields; remove trees.
- Mow, edge and trim lawns and athletic fields.
- Operate and maintain gardening and grounds maintenance equipment, including power lawn mowers, edger, hedge trimmer, chain saw, hand mower, saws, shears, trucks and turf vac; change oil and filters; lubricate, repair, or replace parts; sharpen cutting blades on equipment.
- Operate, maintain, and make minor repairs to district irrigation systems.
- Apply pesticides and fertilizers as directed.
- Perform painting set up for athletic or special events or assist senior maintenance worker with projects.
- Perform related maintenance duties as directed by Director of Maintenance and Operations or designee.
- Operate District vehicles on roads and school grounds; pull trailer needed to haul large power equipment; drive dump trucks to transfer debris to public dump grounds.
- Trap gophers; remove rodents from school grounds.
- Fill and level turf areas, including removing rocks and reseeding.
- Perform related duties and responsibilities as assigned.

**ENVIRONMENT:**

- Work is subject to constant interruptions.
- Majority of work is performed outdoors.
- Exposure to uncomfortable working conditions and equipment hazards including exposure to hazardous chemicals, extreme weather conditions, heat, noise, air contaminants, fumes or dust harsh cleaning agents, and other skin irritants, trash and animal or human waste.
- The noise level in the work environment is usually loud when operating equipment.
- Occasional contact with students and school staff.
- Some travel to District sites and locations.

Revised: 10/25/13  
Approved: 10/25/13

**PHYSICAL REQUIREMENTS:**

- Strength of hands and arms to operate all modern landscape and maintenance equipment.
- Requires frequent walking, sitting or standing for extended periods of time.
- Employee required to stoop, kneel, bend, crouch, or crawl and may be required to carry or lift items weighing up to 50 pounds.
- Employee may frequently be required to push, pull, sweep, and rake.

**REPRESENTATIVE DUTIES:**

- Mow lawns with manually propelled lawn mower.
- Mow fields with tractor and riding mower.
- Prunes trees and bushes.
- Unloads and stacks miscellaneous supplies.
- Digs holes, rakes leaves, and sweeps various surfaces.
- Repairs a variety of plumbing, sprinkler pipe.
- Operates a variety of power tools.
- Repairs a variety of equipment.
- Vacuums.
- May paint a variety of outdoor surfaces.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Operate and maintain a wide variety of equipment and tools required for grounds and maintenance work in a safe and effective manner.
- Basic methods, materials and tools used in planting, cultivating and caring for lawns, fields, shrubs, trees and plants, including plant identification, pests and diseases.
- Occupational hazards and standard safety practices necessary in the area of grounds and maintenance.
- Operate a motor vehicle safely. Safe driving principles and practices.
- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Perform the full range of grounds and maintenance duties and tasks.
- Assess and prioritize multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Perform heavy manual work for extended periods of time in all types of weather.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**QUALIFICATIONS:**

- Two years of grounds maintenance and/or landscaping experience which included the use of power driven heavy equipment. Irrigation system and pesticide application experience desirable.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- A clear driving record.
- Clear Pre Employment Physical Required.
- High School Diploma or equivalent required

**License and Certification Requirement:**

- Valid Class C California Driver's License