

**Corning Union High School District
Job Description**

JOB TITLE: Lead Grounds Maintenance Worker

Salary Range:	Department/ Family:	Custodial Maintenance
Immediate Supervisor:	Director of M & O	Approved By: Board of Trustees

DEFINITION:

Provides lead direction to grounds maintenance employees. This position is distinguished from Grounds Maintenance II or I by levels of responsibilities; in directing the work of others; inventory and requisition of supplies. Under general supervision of the Director of Maintenance to perform grounds maintenance work including mowing, trimming, and general cleanup; repairs and maintains irrigation systems; applies pesticides and fertilizers as needed; and performs and directs landscape installation on school grounds and landscaped areas. This is a lead Grounds Maintenance position that may work independently or direct other Grounds Maintenance Workers by levels of assigned responsibility, independent project work; knowledge and experience in fertilizers, pesticides, irrigation systems, and landscaping. Train, assign, review and coordinate the work of assigned grounds personnel; perform a variety of skilled grounds keeping

ESSENTIAL FUNCTIONS:

- Perform and directs general grounds and maintenance work, including sweeping walkways, removing trash, raking leaves and removing weeds.
- Leads and provides direction to grounds maintenance staff as directed.
- Maintain equipment used in the course of work; report any emergency, safety, health, or fire hazards observed.
- May direct students assigned work duties in Grounds Maintenance department.
- Review requests for grounds keeping and recommend best procedures or methods for completing jobs; request needed equipment, tools, supplies and materials; recommend and assist in ordering sod, plants, hedges and equipment.
- Oversee and perform skilled grounds maintenance work involved in planting, cultivating, trimming, pruning, fertilizing and irrigating trees, shrubs, hedges and lawns; water lawns and plants by hand as needed.
- Coordinate and participate in the picking up of trash and other debris from District grounds.
- Coordinate and participate in the maintenance of District parking lots, walks, driveways, asphalt play areas, fences and tennis courts.
- Inspect and assure maintenance and safe operating conditions of grounds keeping power equipment, and tools; perform routine maintenance of grounds equipment; maintain grounds areas in a safe, clean and orderly condition.
- Prepare and main maintain a variety of records and reports including pest control, weed control, sprinkler repairs, vehicle maintenance, attendance, work orders and inventory.

- Mow, edge and trim lawns, play fields and athletic fields.
- Operate and maintain gardening and grounds maintenance equipment, including power lawn mowers, edger, hedge trimmer, chain saw, hand mower, saws, shears, turf and gator, change oil and filters; lubricate, repair, or replace parts; sharpen cutting blades on equipment.
- Operate, maintain, repair and service district irrigation systems.
- Monitors lawns, plants and campus for pests and plant diseases.
- Apply pesticides and fertilizers as needed.
- Perform and directs set up for athletic or special events and assist senior maintenance worker with projects.
- Perform related maintenance duties, including painting 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 and directs related duties and responsibilities as assigned.
- Report any emergency, safety, health or hazards observed.

PHYSICAL REQUIREMENTS:

- Strength of hands and arms to operate all modern landscape and maintenance equipment.
- Requires frequent walking, sitting on equipment 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 LEAD DUTIES:

- Acts as a Senior Maintenance member to other Grounds Maintenance employees.
- Mows lawn 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 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.
- Correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

QUALIFICATIONS:

- Four 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.
- High School Diploma or equivalent required.
- Principals of Leadership and Training.
- Four 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.
- High School Diploma or equivalent required.
- Valid Class C California Driver's License

LICENSE AND CERTIFICATION REQUIREMENT:

- Valid Class C California Driver's License
- Obtain within one year and must maintain a California State qualified applicator class B certificate from the Department of Pesticide Regulation.