

Madera Unified School District Classified Job Description

Grounds Person I

Purpose Statement

The job of Grounds Person I was established for the purpose/s of supporting the educational process with specific responsibilities for providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing basic grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to the Grounds Person III.

Essential Functions

- Attends unit meetings, in-service training, workshops, etc. (e.g. safety meetings, etc.) for the purpose of gathering information required to perform job functions.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Performs basic grounds maintenance (e.g. mowing, pruning, leaf blowing, etc.) for the purpose of maintaining a safe, attractive environment.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Prepares routine documents (e.g. work orders, materials form, etc.) for the purpose of communicating information to other parties.
- Requests materials, supplies, equipment and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to

satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Minimum Qualifications

Experience One year of experience in yard, landscaping or garden maintenance.

Education High School diploma or equivalency.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Continuing Educ./Training

Maintain as needed

Certificates

Valid Class C CDL

Clearances

DOJ/FBI/Background Clearance
TB Clearance
Physical Demands (C)

FLSA Status

Non-Exempt

Approval Date

Salary Range

Classified Salary Schedule - Range 20