

# **Madera Unified School District Classified Job Description**

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 47-2018/19  
DATED: 04/10/19  
DOCUMENT NO. 38-2018/19

## **Grounds Person II**

### **Purpose Statement**

The job of Grounds Person II 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 a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to the Grounds Person III.

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### **Essential Functions**

- Analyzes plans, blue prints, sketches, etc. for the purpose of determining the efficient installation of new or upgraded grounds improvement projects.
- Assists in the application of herbicides and pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- 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.
- Installs small sections of concrete for the purpose of maintaining safe attractive grounds.
- Maintains job related grounds keeping equipment for the purpose of ensuring for the availability of equipment in a safe operating condition.
- 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, chalk fields, paint stripping, 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 providing written support and/or conveying information.
- Repairs and/or installs irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- 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.

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### **Other Functions**

- Oversees student workers for the purpose of ensuring student welfare and organizing work assignments.
- 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 algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; 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 defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is 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; leading, guiding, and/or coordinating 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** Two years of full time paid experience in yards, landscaping, grounds and gardening maintenance.

**Education** High School diploma or equivalency.

#### **Required Testing**

Pre-employment Proficiency Test  
Pre-employment Physical Exam

#### **Certificates**

Valid Class C CDL

Continuing Educ./Training

Maintain as needed

Clearances

DOJ/FBI Background Clearance

TB Clearance

Physical Demands(C)

FLSA Status

Non- Exempt

Approval Date

Salary Range

Classified Salary Schedule - Range 25