

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Grounds Person III  
**Department/Site:** Maintenance and Operations  
**Reports to:** Supervisor Maintenance

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:** 36  
**FLSA:** Non-exempt

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### PURPOSE STATEMENT

The job of Grounds Person III was established for the purpose/s of supporting the educational process with specific responsibilities for maintaining the Integrated Pest Management Program; consulting with District personnel; providing weed and pest control services for the District; ensuring that grounds and buildings are free of pests and rodents; providing information on chemicals used in pest and weed control and related health hazards; complying with mandated health and safety requirements; overseeing and supporting assigned technicians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

### ESSENTIAL FUNCTIONS

- Coordinates and leads workers in routine landscaping and grounds maintenance tasks. Prioritizes and monitors work assignments.
- Sets schedules for mowing and watering lawns.
- Monitors District property for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate.
- Applies herbicides and pesticides to site facilities. (e.g. grounds, buildings, etc.) for the purpose of maintaining a continuing program of preventive pest control.
- Consults with District personnel on weed and pest control for the purpose of ensuring Integrated Pest Management practices are applied.
- Coordinates with site administrators and other trades for the purpose of completing projects/work orders efficiently.
- Informs staff, students, and others present at job sites for the purpose of providing information on pest and weed control chemicals and related health hazards.
- Maintains inventory of supplies, equipment, etc. including performing physical inventory and updating computer records for the purpose of ensuring the availability of required items and documenting utilization of inventory at each site location.
- Monitors facilities for the purpose of keeping the grounds and buildings free of pests and rodents in compliance with public health standards.
- Oversees pest control activities and technicians for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Prepares written materials (e.g. HAZMAT filings, pesticide application notices, etc.) for the purpose of providing required regulatory documentation and/or conveying information.
- Trains assigned personnel in herbicide and pesticide application for the purpose of ensuring regulatory requirements are followed .
- 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 duties as assigned which are related, or logical in assignment to the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Basic math, including calculations using fractions, percents, and/or ratios
- Specific knowledge- based competencies requires to satisfactorily perform the functions of the job including the use of pesticides and herbicides; and safety practices and procedures

### **Skills and Abilities to:**

- Adhere to safety practices
- Handle hazardous materials
- Operate equipment used in pest control
- Prepare and maintain accurate records
- Use pertinent software applications
- Train others
- Read technical information
- Compose a variety of documents and/or facilitate group discussions
- Solve practical problems
- Schedule activities, meeting and/or events
- Gather and/or collate data; and consider a number of factors when using equipment
- Use flexibility in working with others in a wide variety of circumstances
- Work with data utilizing specific, defined processes
- Operate equipment using standardized methods
- Work with a diversity of individuals and/or groups
- Work with a variety of data
- Utilize a variety of types of job- related equipment
- Problem solving is required to identify issues and create action plans.
- Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant
- Adapt to changing work priorities
- Set priorities
- Work with frequent interruptions
- Work flexible hours

## **RESPONSIBILITY**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or

coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Three years of full time paid experience as a skilled gardener or grounds person.

### **Education:**

High school diploma or equivalent.

### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

### **Continuing Education/Training**

- Maintain as needed

### **Certificates/Licenses**

- Valid Class B CDL (by assignment)
- Qualified Applicator's Certificate

### **Clearances**

- DOJ/FBI Background
- TB Clearance
- Physical Demand (C)