

# NOVATO UNIFIED SCHOOL DISTRICT

**TITLE:        GROUNDSKEEPER I**

**SALARY:     RANGE 29 – CLASSIFIED SALARY SCHEDULE**

## **BASIC FUNCTION:**

Under the direction of the Maintenance and Grounds Supervisor, perform a variety of standard grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

## **DISTINGUISHING CHARACTERISTICS:**

The Groundskeeper I performs a variety of standard grounds maintenance and gardening duties.

## **REPRESENTATIVE DUTIES:**

### **ESSENTIAL DUTIES:**

Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.

Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.

Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas, parking lots, playgrounds, athletic fields and other assigned areas; empty waste receptacles.

Perform general maintenance duties; fix broken pipes, sprinklers and cement; remove and dispose of defective or damaged materials; build and repair fences as assigned.

Perform work in the installation, repair and maintenance of designated irrigation systems and related parts, components and equipment; maintain a safe environment for students, staff and the public.

Operate a variety of power-driven equipment such as lawn mowers, weed whackers, chainsaws, leaf blowers, tractors, trailers, trucks, trimmers and other equipment used in grounds maintenance work; utilize standard gardening hand tools.

Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as inspecting fluid levels, blades, tire pressure and other maintenance functions.

Maintain routine records related to assigned activities.

Move and arrange furniture and equipment as requested; assist with setting up special events as assigned.

### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- ▶ Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- ▶ Methods, equipment and materials used in gardening and groundskeeping work.
- ▶ Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- ▶ Operation and maintenance of hand and power tools and equipment used in groundskeeping.
- ▶ Health and safety regulations.
- ▶ Proper lifting techniques.
- ▶ Basic record-keeping techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.

**ABILITY TO:**

- ▶ Perform a variety of standard grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- ▶ Mow, edge, water, weed, fertilize, rake and cultivate lawns, flowerbeds, athletic fields and other landscaped areas.
- ▶ Operate hand and power tools and other equipment used in grounds maintenance.
- ▶ Prepare and maintain routine records.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Communicate effectively both orally and in writing.
- ▶ Observe health and safety regulations.
- ▶ Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**OTHER REQUIREMENTS:**

- ▶ Valid California Driver's License
- ▶ DMV Pull authorization for NUSD.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Outdoor work environment.
- ▶ Seasonal heat and cold or adverse weather conditions.
- ▶ Regular exposure to fumes, dust, odors, oil/grease, and gases.
- ▶ Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate grounds maintenance equipment.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Seeing to read a variety of materials and perform gardening and grounds work.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- ▶ Reaching overhead, above the shoulders and horizontally.
- ▶ Bending, crouching, kneeling and stooping.
- ▶ Sitting to operate tractors, mowers and other machines.
- ▶ Walking or standing for extended periods of time.
- ▶ Heavy physical labor.

**POTENTIAL HAZARDS:**

- ▶ Working around and with machinery having moving parts.
- ▶ Flying debris.
- ▶ Exposure to chemicals and fumes.
- ▶ Driving a vehicle during adverse weather conditions.