



Enterprise Elementary School District Job Description

Job Title: Lead Grounds (Classified Position)
Department: District Office
Reports To: Maintenance & Operations Manager
Range: G
Prepared By: Human Resources Clerk
Prepared Date: June 5, 2008
Approved By: Board of Trustees
Approved Date:

DEFINITION – Under the general supervision of the Maintenance & Operations Manager; work involves the maintenance and repair of the campus grounds; maintain the grounds of all district schools in a condition of safety, neatness and aesthetic attractiveness; performs other job related duties as assigned by Maintenance & Operations Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

- Participate in all phases of landscape maintenance work
- Assist in maintenance tasks as needed
- Mows, edges, trims grass, trees and shrubs at the site assigned. Plants grass, shrubs and trees etc.
- Performs preventative maintenance on equipment. Reports any major damage to supervisor. Maintains and repairs landscape equipment and lawnmowers
- Operates ground machinery as directed
- Works inside on assigned maintenance and operations jobs during inclement weather.
- Participates in the grounds maintenance and gardening work of the District's schools and related facilities
- Waters, fertilizers, sprays weed control, etc. and performs other landscaping/ground work as needed
- Assists with preparing and marking all athletic fields
- Performs periodic checking on all outside areas at District sites
- Picks up litter and empties trashcans within all assigned athletic fields, open play ground areas and parking lots
- Direct grounds crew under the direction of the Maintenance & Operations Manager
- Performs other related maintenance and operations duties as assigned by Maintenance & Operations Manager

QUALIFICATIONS - Knowledge of basic methods, supplies and tools used in custodial work; demonstrated technical knowledge of electrical, mechanical, structural systems and practices; perform heavy manual labor; supervise the work of others; maintain harmonious relationships with others; conducts duties in an enthusiastic manner; able to perform general custodial and maintenance work.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED); 1-2 years grounds experience involving public contact. Previous experience performing duties similar to those listed above.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

REASONING ABILITY - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS - Valid California Driver's License; maintain First Aid/CPR card; may need to obtain possession of State pesticide and herbicide licenses.

OTHER SKILLS AND ABILITIES – use a variety of tools and equipment; communicate effectively in both oral and written form; receive and give instructions, and prepare work orders and reports; measure distance and calculate quantities; read blueprints; maintain files and inventory records of supplies; set priorities; coordinate several projects simultaneously.

PHYSICAL DEMANDS – strength, stamina and mobility to perform heavy physical work out of doors in all weather conditions. Use varied hand and power tools; drive a motor vehicle; lift and move materials and equipment up to 30 pounds frequently, 50 pounds occasionally and heavier weights with the use of proper equipment and/or team lifting.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

See Reuter
CSEA President

7/29/08
Date

B.M. [Signature]
Superintendent

7/29/08
Date

Sheryl A. Cobb
Board Approval (Clerk)

9-3-08
Date