

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: TEAM LEADER/GROUNDS WORKER**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist in planning and carrying out the day to day operations of grounds maintenance personnel; assist in scheduling, inspecting and implementing grounds maintenance and landscaping construction tasks.

#### **ESSENTIAL FUNCTIONS:**

Assist in planning and carrying out the day to day operations of grounds maintenance personnel.

Assist in scheduling, inspecting and implementing grounds maintenance and landscaping construction tasks.

Drive a pick-up truck to transport tools to school sites.

Coordinate work at school sites with grounds maintenance personnel.

Mow small lawn areas and edge around walks and shrub areas; prune and trim hedges and trees.

Clean out water drainage in yards; clean gutters on buildings.

Plant flowers and trees; reseed lawns.

Construct wooden frames around trees, lawns, shrubs and playground equipment.

Remove weeds in parking lots and along fences.

Prepare and clean fields for athletic events.

Confer with District personnel to exchange information and resolve issues or concerns.

Train and provide work direction and guidance to assigned personnel; provide input for employee evaluations.

Make necessary adjustments to automatic and manual irrigation systems.

Prepare and maintain records and reports related to materials, labor costs and assigned activities.

Operate and perform minor repairs on a variety of power and hand tools and motorized equipment including edgers, weed eaters, trimmers, tractors and mowers.

Assist in the recommendation and acquisition of tools, supplies and equipment; maintain inventory of tools and equipment.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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.

Irrigation systems, computerized time clocks and various types of sprinkler heads.

Landscape renovation techniques and procedures.

Pruning techniques and methods.

Methods and materials used in controlling pests, insects and weeds.

Proper methods of storing equipment, materials and supplies.

Basic record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Proper lifting techniques.

**ABILITY TO:**

Assist in planning and carrying out the day to day operations of grounds maintenance personnel.

Assist in scheduling, inspecting and implementing grounds maintenance and landscaping construction tasks.

Read and understand landscaping plans.

Perform a variety of grounds maintenance duties in the beautification of assigned grounds and landscaped areas.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Operate hand and power tools and other equipment used in grounds maintenance.

Perform routine maintenance on grounds maintenance equipment.

Apply fertilizers and pest control methods to control and eradicate weeds, insects and other pests.

Understand and follow oral and written instructions.

Perform heavy physical labor.

Observe health and safety regulations.

Work cooperatively with others.

Establish and maintain cooperative and effective working relationships with others.

Speak, read and write English at a level required for satisfactory job performance.

Maintain routine records.

Perform heavy manual labor.

Maintain consistent, punctual and regular attendance.

Climb ladders and working from heights.

Stand for extended periods of time.

Move hands and fingers to operate a variety of hand and power tools and heavy equipment.

Hear and speak to exchange information.  
See to perform grounds work.  
Walk over rough or uneven surfaces.  
Reach overhead, above the shoulders and horizontally.  
Bend at the waist, stooping, kneeling or crouching.  
Perform heavy physical labor.  
Dig holes and trenches.  
Use proper lifting methods.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: one year of grounds maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Floor-lift 72 pounds and arm-lift 44 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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

**HAZARDS:**

Working around and with machinery having moving parts.  
Working at heights.  
Exposure to chemicals and fumes.