

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

LEAD GROUNDSKEEPER

Definition

Under general direction, to serve as a lead groundskeeper and participate in the performance of grounds maintenance and gardening work around work sites, schools and District offices; and to do related work as required.

Responsible to

Supervisor of Maintenance, Operations and Transportation

Examples of Duties

1. Leads and participates in grounds maintenance and gardening work, and possesses all qualifications common to that class.
2. Schedules and determines priorities of work and affects liaison with site administrators and the Maintenance, Operations and Transportation Department.
3. Lays out and assigns work to groundskeeper personnel and supervises for proper completion.
4. Instructs personnel in the proper methods, materials and equipment used in grounds care.
5. Assists in the supervision and training of assigned personnel.
6. Keeps records and reports on activities.
7. Applies pesticides and herbicides.
8. Keeps records of supplies and equipment.
9. Orders materials and supplies.
10. Layout, install and maintain sprinkler systems.
11. Identifies animal and insect problems and takes appropriate corrective action.
12. Arranges for new planting, transplanting and removal or reconditioning of shrubs, lawns and trees.

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13. Ensures the proper care, cleaning, repair and replacement of equipment.
14. Assists in the maintenance and replacement of asphalt, concrete and fencing.
15. Requisitions materials and equipment to maintain stock levels.
16. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Landscape gardening work, including knowledge of methods, supplies and tools used in planting, cultivating and caring for lawns, trees and shrubs.
2. Pest and weed control chemicals, materials and techniques.
3. Principles of supervision and training.
4. Sprinkler installation and repair.
5. General safety procedures and practices.
6. Diseases affecting trees, lawns and shrubs.

Ability to

1. Coordinate the District gardening and grounds keeping work.
2. Proficiently use various gardening and grounds maintenance tools and power equipment safely.
3. Perform heavy manual labor.
4. Drive and operate trucks and large power equipment efficiently and safely.
5. Supervise work performance of the employees.
6. Maintain accurate and complete reports.
7. Understand, carry out and give oral and written instructions.

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8. Maintain cooperative-working relationships with those contacted in the course of work.
9. Diagnose common plant diseases and insect pests and approved methods and materials used in their control.

Training and Experience

Equivalent to the completion of the twelfth grade; four years of progressively responsible experience in grounds maintenance or gardening work, including experience in a supervisory capacity; or any combination of training and experience that could likely provide the desired knowledge and abilities.

License

1. Possession of a valid California Driver's License.
2. Possession of a certificate for the application of restricted use pesticides.

Physical:

Good physical condition.

Job Description Adopted: May 1981
Job Description Revised: July 16, 1990

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