

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: GROUNDSKEEPER I****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of grounds maintenance and landscaping duties in the beautification of the site; maintain site in an orderly and safe condition; assist with custodial duties.

**DISTINGUISHING CHARACTERISTICS:**

The Groundskeeper I typically works at school site and performs general groundskeeping duties.

**ESSENTIAL DUTIES:**

- Perform a variety of grounds maintenance and landscaping duties in the beautification of grounds and landscaped areas.
- Mow, edge, trim and prune landscaped areas; maintain all planters; prepare and fertilize grounds.
- Clear debris using a blower; perform general grounds cleanup and empty waste receptacles.
- Water landscaped areas by hand or by operating a sprinkling system; maintain sprinklers and adjust watering.
- Set up for site and sporting events as; move and arrange furniture and equipment.
- Spray ground areas with herbicides.
- Operate a variety of grounds keeping equipment such as mowers, edgers, blowers, trimmers and other equipment used in grounds maintenance work; utilize standard landscaping hand tools; operate a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Basic grounds maintenance procedures including mowing, edging, raking and weeding.  
Operation and maintenance of equipment and materials used in landscaping and groundskeeping work.

Basic understanding of irrigation systems, maintenance and repair.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Basic record-keeping techniques.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Operate a vehicle to conduct work.

Observe health and safety regulations.

Ensure compliance with established rules, guidelines, regulations and schedules.

Maintain tools and equipment in clean working order.

Operate computer.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.  
Prioritize and schedule work to meet timelines.  
Work cooperatively with others

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and sufficient training and six (6) months of experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos, successful passing of proficiency exam.

**PHYSICAL DEMANDS/HAZARDS:**

Dexterity of hands and fingers to operate grounds maintenance equipment.  
Walk or stand for extended periods of time.  
See to perform landscaping and grounds work.  
Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.  
Sit to operate mowers and other machines.  
Bend at the waist, kneel or crouch.  
Reach overhead, above the shoulders and horizontally.  
Heavy physical labor.  
Outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust, odors, oil/grease, gases.  
Work around and with machinery having moving parts.  
Exposure to chemicals and fumes.  
Climb ladders and working from heights.  
Exposure to insects and a variety of plant material.