

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

Under the direction of an administrator, perform grounds maintenance and landscaping functions and activities; operate a variety of grounds maintenance equipment.

**DISTINGUISHING CHARACTERISTICS:**

The Groundskeeper II typically operate out of maintenance and operations servicing all sites performing complex grounds maintenance, landscaping functions and operate a variety of heavy-duty equipment.

**ESSENTIAL DUTIES:**

- Maintain school fields and grounds on various campuses; mows large fields.
- Perform grounds maintenance and landscaping functions and activities; dig holes and trenches, trim trees and bushes and maintain lawns; spread seed, apply fertilizer and maintain plants.
- May drive a truck with a trailer attachment in transporting heavy-duty grounds maintenance equipment from work site to work site.
- Load, unload and drive maintenance service vehicles to and from work sites; maintains grounds equipment making minor adjustments and repairs.
- Spray herbicides according to established procedures.
- Assists with basic repairs and replacement of irrigation systems; check system to ensure proper function.
- Perform duties in the preparation of pouring concrete according to established guidelines including forming, tying rebar and finishing; perform blacktop patchwork and repair; assist with masonry projects involving brick work; repair block walls.
- Assist various trades in related work including the electrical and plumbing departments; assist with storm drain repairs.
- Operate a variety of power-driven equipment such as tractors, mowers, edgers and other equipment used in grounds maintenance work; utilize standard hand tools; operate a variety of saws, drills and finishing tools.
- Maintain routine reports related to activities.

**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.

Herbicides and other chemicals used in grounds maintenance.

Mow, edge, water, weed, fertilize, rake and cultivate turf, flowerbeds, athletic fields and other landscaped areas.

Understand and follow oral and written instructions.

Maintain routine records.

Perform moderately medium to heavy manual activities.

Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.  
Maintain tools and equipment in clean working order.  
Observe health and safety regulations.  
Operate a vehicle to conduct work.  
Apply principles of training and provide work direction to others.  
Ensure compliance with established rules, guidelines, regulations and schedules.  
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. Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year of experience in grounds equipment operation.

**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.  
Bend at the waist, kneel or crouch.  
Reaching overhead, above the shoulders and horizontally.  
Heavy physical labor.  
Work around and with machinery having moving parts.  
Exposure to fumes, dust, odors, oil/grease, gases.  
Climb ladders and work from heights.  
Outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to insects and a variety of plant material.