

LEAD GROUNDSKEEPER

BASIC FUNCTION:

Under direction, to assist in the planning, scheduling, and leading of grounds maintenance personnel; to inspect, review, and evaluate the grounds maintenance operational functions and activities; and to do other related work as required or assigned.

DISTINGUISHING CHARACTERISTICS:

The Lead Groundskeeper classification is assigned to the Director of Support Services.

ESSENTIAL JOB FUNCTIONS:

1. Assists in establishing work crew priorities, organizing, scheduling, coordinating, and participating in the work functions of the grounds maintenance operation as listed in Groundskeeper II job functions.
2. Inspects grounds and landscaped areas to ensure against safety hazards and improper preventative maintenance.
3. Evaluates the grounds and landscaped areas and determines pruning, irrigation, and fertilization, weed, insect, and pest control tasks.
4. Leads and participates in the preparation of grounds areas, including the construction of forms and headers for concrete and asphalt application.
5. Leads and participates in the repair and maintenance of playground and athletic field equipment and fixtures, which may include straightening and metal fabrication functions.
6. May assist in the layout of sprinkler and irrigation systems.
7. May participate in sprinkler and irrigation system installation and maintenance.
8. Assists in scheduling and maintaining a grounds preventative maintenance program.
9. Requisitions supply, materials, and equipment needs.
10. Maintains a variety of records pertaining to grounds maintenance activities, time and material costs, and personnel performance data.
11. Drives a service vehicle to and from work sites.

JOB REQUIREMENTS AND QUALIFICATIONS:

1. High school diploma or equivalent education.
2. Two years of experience in grounds maintenance or related work.
3. Possession of a valid California Motor Vehicles Operator's License.
4. Knowledge of methods, techniques, supplies, materials, and equipment utilized in grounds maintenance functions and activities.
5. Knowledge of sprinkler and irrigation systems.
6. Knowledge of common fertilizers, insecticides, and herbicides.
7. Knowledge of principals of organization, coordination, and employee motivation.
8. Knowledge of safe working methods and procedures.
9. Ability to lead grounds maintenance workers and perform technical grounds maintenance tasks.
10. Ability to skillfully and effectively operate a variety of grounds maintenance equipment and tools.
11. Ability to perform heavy manual activities.
12. Ability to understand and carry out oral and written directions.
13. Ability to establish and maintain cooperative working relationships.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED:

TB Test Clearance; Criminal Justice Fingerprint Clearance; Possession of a valid, appropriate California Driver License.