



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

## LEAD GROUNDS MAINTENANCE WORKER

### DEFINITION:

Under direction of an assigned Administrator or Supervisor, assist in the planning, scheduling and leading of grounds maintenance personnel; inspect, review and evaluate the grounds maintenance operational functions and activities; provide input concerning complex or unusual grounds maintenance functions and activities; perform other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Supervise the work performance of the grounds personnel to ensure adherence to District standard.
- Create and implement routine grounds inspection program in conjunction with supervisor.
- Conduct performance evaluations and administer discipline of grounds personnel.
- Determine the appropriate priority of grounds work activity in supervisor's absences.
- Schedule, organize, coordinate and oversee routine maintenance work and functions of the ground's maintenance operation.
- Inspect grounds and landscaped areas on a regular basis to ensure against damage, safety hazards and improper preventative maintenance and report findings to supervisor.
- Evaluate the grounds and landscaped areas to determine pruning, irrigation, fertilization needs; weed, insect and pest control tasks.
- Train grounds personnel on proper methods of propagating, planting, cultivating and caring of lawns and landscaped areas, including removal of weeds and trash from lawns and playgrounds.
- Ensure that landscaped areas are kept clean and orderly, and tools and equipment are kept in proper repair.
- Direct, lead, train, coordinate, oversee and participate with the design, installation and maintenance of sprinkler and irrigation systems.
- Direct, lead, train and participate in the preparation of grounds areas, including construction for concrete and asphalt application.
- Direct, lead, train and participate in the repair and maintenance of playground and athletic field equipment and fixtures.
- Schedule and maintain a grounds preventative maintenance program.
- Determine requisition supplies, materials and equipment needs and maintain an inventory.
- Prepare and maintain a variety of records pertaining to grounds maintenance activities, time and material costs.
- Operate a variety of grounds equipment including sweepers, boom truck, backhoe, tractors and attachments.
- Work in cooperation with grounds personnel, maintenance and operations personnel and site administrators.
- May act as liaison for the District in dealing with outside contractors.
- Respond to emergency situations.
- Perform other job-related duties as assigned and/or as required.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Methods, techniques, supplies, material and equipment utilized in grounds maintenance functions and activities.
- Sprinkler and irrigation systems, both hydraulic and electronic.
- Distribution operation.
- Weed and pest control practices such as Integrated Pest Management Programs.
- Common fertilizers, insecticides and herbicides.
- Principles of organization, coordination and employee motivation.
- Safe working and vehicle operation practices.

#### ABILITY TO:

- Direct and lead grounds maintenance workers and perform difficult and complex grounds maintenance tasks.

- Operate a variety of grounds maintenance equipment and tools.
- Perform heavy manual activities.
- Understand and carry out oral and written directions.
- Oversee the work of assigned staff.
- Train assigned staff for effective performance.
- Establish and maintain an effective working relationship with those contacted in the course of work.
- Ability to relate with diverse staff, students and community.
- Work around plants, shrubs and ground covers without allergic reactions.

**EDUCATION AND EXPERIENCE:**

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.  
 Supplemental training or course work in organization, supervision, turf and landscape maintenance and the use of common fertilizers, insecticides and herbicides.

EXPERIENCE:

Three years of experience in grounds maintenance or related work.  
 Recent job-related experience within last five years is required.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

One year in lead or supervisory capacity is preferred, but not required.

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor, office work environment.  
 Outdoor and facilities sites.

PHYSICAL ELEMENTS:

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

- Will frequently exert 70 to 100 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will walk or stand for extended periods of time; will occasionally be required to ascend and descend ladders, stairs, scaffolding and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral and written information.
- Must possess the manual dexterity to operate business-related equipment and to handle and work various objects and material.
- May be exposed to hot, cold, wet, humid, or windy conditions caused by weather.

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

POTENTIAL HAZARDS:

N/A

**Revision Date: 1/1/2022**