Rialto Unified School District

LEAD GROUNDS MAINTENANCE WORKER

DEFINITION

Under general supervision, 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; and do other related work as required.

ESSENTIAL DUTIES

- directly supervises the work performance of the grounds personnel to ensure adherence to District standards;
- responsible for the creation and implementation of routine grounds inspection program in conjunction with supervisor;
- responsible for performance evaluations and discipline of grounds personnel;
- in supervisor's absences, determines the appropriate priority of grounds work activity; schedules, organizes, coordinates and oversees routine maintenance work and functions of the grounds maintenance operation;
- inspect grounds and landscaped areas on a regular basis to ensure against damage, safety hazards and improper preventative maintenance and reports findings to supervisor;
- evaluate the grounds and landscaped areas to determine pruning, irrigation, and fertilization needs, and weed, insect, and pest control tasks;
- trains 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;
- ensures that landscaped areas are kept clean and orderly, and tools and equipment are kept in proper repair;
- directs, leads, trains, coordinates, oversees, and participates with the design, installation and maintenance of sprinkler and irrigation systems;
- directs, leads, trains and participates in the preparation of grounds areas, including construction for concrete and asphalt application;
- directs, leads, trains and participates 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;
- prepares and maintains a variety of records pertaining to grounds maintenance activities, time, and material costs;
- operates a variety of grounds equipment including sweepers, boom truck, backhoe, tractors, and attachments;
- works in cooperation with grounds personnel, maintenance and operations personnel and site administrators;
- may act as liaison for the District in dealing with outside contractors;
- responds to emergency situations;
- performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, techniques, supplies, materials, 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:
Directs and leads 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.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS
The physical requirements indicated below are examples of the physical aspects that this 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 materials
- 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.

EDUCATION AND EXPERIENCE
Experience:
Three years of experience in grounds maintenance or related work, preferably including one year in lead or supervisory capacity.

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

License Requirement
Possession of a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier.

Condition of Employment: Insurability by the District's liability insurance carrier. Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.