

St. Helena Unified School District

Position Description

Position: Grounds Specialist	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to:	Salary Grade: 114

Summary

Performs a variety of work involving grounds and landscape maintenance of public access grounds, gardens, and sports fields. Works under the general direction of assigned lead or supervisor. Works primarily as skilled crew member but on small assignments may work independently with little or no direction.

Distinguishing Career Features

The Grounds Specialist is fully qualified in grounds maintenance, not to be mistaken for an entry level position. To be accepted as a Grounds Specialist, incumbents must have a minimum of two years as a Groundskeeper and demonstrate competency in maintaining a complete site that includes landscaping, horticultural techniques, beautification, litter, and lawn care.

Essential Duties and Responsibilities

Incumbents in this position are capable of performing all of the essential duties, however, may specialize in a portion listed below based on the needs of the school sites and other facilities, and projects:

- Mows, edges, aerates, and re-seeds lawns. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Operates and cleans power walking and riding lawn mowers, power blowers, and other motorized equipment requiring similar skill.
- Assists with landscaping projects. Constructs and contours raised beds, gardens, and drainage areas.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs maintenance and cleaning duties of play/sport facilities.
- Maintains and assists with construction and repair of irrigation systems. Digs trenches, unloads and relocates materials, and cleans tools and equipment.
- Assists with repairs to and replacement of landscape irrigation components. May make changes to shutoff valves, irrigation valves, and physical layouts.
- Participates in adjusting, maintaining, and repairing electronic timers. Replaces and

repairs a wide variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.

- Participates in draining, flushing, cleaning, and repairing water storage reservoirs and irrigation boxes from water sources on a periodic basis.
- Assists with preparation of play/sports fields. Mows, grooms, paints, and lines athletic and public use play fields to comply with pre-set dimensions.
- Performs surveillance over play and other public areas to identify potential safety issues.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of the procedures, methods, techniques, and equipment used in grounds and landscape maintenance. Requires knowledge of the procedures used in the proper application of fertilizers and other additives. Requires basic knowledge of routine maintenance of sprinkler irrigation systems. Requires sufficient human relations skill to interact with co-workers, staff, and students. Requires sufficient arithmetic skills to calculate weights, proportions, and sums.

▪ Abilities

Requires the ability to perform all of the essential duties of the position. Requires the ability to plant, cultivate, prune, and care for plants, trees, and lawns. Requires the ability to use herbicides and pesticides safely. Requires the ability to perform sidewalk repairs, including mixing and pouring concrete, asphalt, etc. Must be able to identify common turf and other plant diseases and pests and take steps to mitigate or eradicate. Requires the ability to use and perform servicing and minor repair to hand tools, mechanical equipment and power tools and rolling stock. Requires the ability to maintain accurate records. Requires the ability to prioritize and organize work to meet timelines and deadlines.

▪ Physical Abilities

Requires the ability to stand for extended periods of time, walk up to 400 yards uninterrupted, and manipulate (lift, carry, move) light to heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe grounds objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

▪ Education and Experience

The position requires High School diploma or equivalent and 2 years of experience in a grounds keeping or landscaping or equivalent.

▪ Licenses and Certificates

Requires a valid Driver's License and medical examination card. May require a pesticide applicator certificate.

Working Conditions

Work is performed mostly outdoors where significant health and safety considerations exist from physical labor and working with machinery.