



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>GROUNDS CREW LEADER</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations	SALARY SCHEDULE:	Classified Bargaining Unit 28
		SALARY RANGE:	28
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director Facilities, Maintenance, and Operations or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Lead, monitor, and participate in ground and irrigation activities at the assigned school site(s) or other assigned District facilities; maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition; operate a variety of grounds/irrigation equipment used to perform assigned duties; provide leadership and guidance to assigned personnel. The incumbents in this classification assist in supporting students by ensuring safe grounds/landscaping environments for staff and students which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Lead, monitor, and participate in groundskeeping/irrigation activities at the assigned school site(s) or other assigned District facilities; perform as a skilled working lead, modeling and assisting others by example; maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition; inspect work of groundskeeping/irrigation crew to ensure standards of a safe and clean grounds environment.

Guide and provide leadership to assigned personnel; assist with scheduling staff on assigned shifts; provide ongoing feedback on employee performance and communicate any identified performance deficiencies to assigned supervisor(s).

Assist in scheduling and coordinating training and special events for groundskeeping and irrigation staff.

Assist in maintaining the Integrated Pest Management Program, including assisting in the handling of pests within the District.

Plant, cultivate, prune, spray, fertilize, and irrigate flowers, trees, grass, and shrubs; identify plant diseases, pests, insects, and weeds and take appropriate action for control; hoe and pull weeds and rake leaves; edge walkways; sweep or blow litter from walks and driveways; mow, edge, trim and water lawns, fields, and other turf grounds.

Perform a variety of activities involved in the installation, maintenance, operation, and repair of the District sprinkler and irrigation system; water various grounds areas by hand or by operating the irrigation system; check irrigation systems and heads and make adjustments or replacements as necessary; set and adjust controllers, repair and replace components of the system, and troubleshoot minor problems; refer major problems to appropriate personnel; change time clocks as needed.

Transport mowing equipment and other materials to job sites using a truck and trailer combination.

Perform general grounds clean up, including picking up paper, trash, and debris on grounds areas, parking lots, athletic fields, and other assigned areas; sweep or blow sidewalks and door entries; empty waste receptacles.

Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, power pressure sprayers, aerators, trenchers, cutters, drills, and other equipment used in grounds/irrigation maintenance work; utilize standard gardening hand tools; drive a District vehicle to conduct work.

Perform project-oriented work according to assigned work orders including aerating, fertilizing, and amending turf sports fields utilizing turf tractor, aerator, fertilizer spreader, and dump truck and trailer combination; haul and spread mulch, repair asphalt, and concrete as directed; clear drains; prepare sandbags as requested.

Perform various grounds maintenance projects and activities in the beautification of District grounds, athletic fields, and landscaped areas as assigned; participate in soil testing, soil amending, tilling, and rolling for preparation and follow-up of new turf (sod or seed) areas as assigned.

Maintain grounds/irrigation equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing, and changing oil.

Maintain routine records related to assigned activities.

Maintain communication with the assigned Supervisor for all aspects of grounds/irrigation maintenance and operations.

Spraying of pesticides and herbicides to maintain grounds; document and maintain required records.

Confer with school administrators and supervisors regarding needs.

Remain on call for emergency groundskeeping or irrigation needs, as assigned.

Operate a computer and related software, as assigned.

Maintain and review the work order database and update work order status.

Estimate labor, material, and equipment needed for assigned projects; monitor inventory levels of materials and equipment; research, order, receive, and maintain inventory of materials and equipment as needed.

Perform classification-related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grounds maintenance procedures to include mowing, edging, ranking, and weeding.

Procedures, methods, techniques, materials, supplies, tools, and equipment used in the installation, repair, and maintenance of sprinkler and irrigation systems and related parts.

Basic principles of electricity and plumbing related to irrigation systems.

Proper methods, equipment, chemicals, and materials used in groundskeeping work.

Cultivating, fertilizing, watering, and spraying of flowers, trees, athletic fields, and shrubs.

Mathematical calculations.

Operation and maintenance of hand and power tools and equipment used in groundskeeping.
Operations of specialized applications equipment including power sprayers, respiratory, and other protective gear.
Operation of dump truck, tractor, and trailer within license restriction.
Techniques, materials, tools, and equipment used in groundskeeping and landscaping.
Principles and practices of providing guidance to others.
Proper methods of storing equipment, materials, and supplies.
Requirements of maintaining District grounds in a safe, clean, and orderly condition.
Operate and maintain a computer-based central irrigation system.
Health and safety regulations.
Appropriate safety precautions and procedures.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Record-keeping techniques.
Proper lifting techniques.

ABILITY TO:

Lead, monitor, and participate in grounds and irrigation landscaping activities at the assigned school site(s) or other assigned District facilities.
Perform a variety of grounds maintenance and irrigation duties in the beautification of assigned grounds and landscaped areas.
Perform a variety of activities involved in the layout, installation, maintenance, and repair of District sprinkler and irrigation systems and related parts, components, and equipment.
Interpret and work from blueprints, plans, schematic drawings, and sketches.
Troubleshoot, diagnose, and resolve irrigation system malfunctions.
Inspect irrigation systems to ensure proper operation.
Mow, edge, water, weed, fertilize, rake, and cultivate lawns, flower beds, athletic fields, and other landscaped areas.
Provide guidance to others.
Maintain District buildings and adjacent grounds in a safe, clean, and orderly condition.
Operate a variety of grounds/landscaping equipment including mowers and tractors.
Operate hand and power tools and other equipment used in grounds maintenance and irrigation.
Perform mathematical calculations with speed and accuracy.
Operate a District vehicle and drive safely and defensively.
Maintain records related to work performed.
Understand and follow oral and written directions.
Observe health and safety regulations and procedures.
Meet schedules and timelines.
Establish and maintain collaborative and effective working relationships with others.
Communicate effectively both orally and in writing.
Work independently with little or no direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and three years of combined experience in gardening or general grounds maintenance and the design, installation, and maintenance of irrigation systems including experience leading the work of others, preferably in a public school setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to qualify and maintain qualification for District vehicle insurance coverage. May be required to drive to more than one District site throughout the work shift.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment with exposure to various weather conditions.
Exposure to fumes, dust, odors, oil/greases, pesticides, herbicides, fertilizers, chemicals, and gases.
Exposure to pests such as fire ants or underground bee hives.
Driving a District vehicle to conduct work.
Trade shops.
Working around students and staff.
Constant interruptions.

PHYSICAL DEMANDS:

Physical condition sufficient to maintain continuous exertion.
Dexterity of hands and fingers to operate grounds/irrigation equipment, hand, and power tools.
Sitting, walking, or standing for extended periods of time.
Walking over rough or uneven surfaces.
Seeing to read a variety of materials and perform duties and view a computer screen.
Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.
Sitting to operate tractors, mowers, and other machines.
Bending at the waist, kneeling, crawling, or crouching.
Reaching overhead, above the shoulders, and horizontally.
Climbing ladders and working from heights.
Hearing and speaking to exchange information.
Heavy physical labor.
Digging.

HAZARDS:

Exposure to fumes, dust, odors, oil/greases, pesticides, herbicides, fertilizers, chemicals, and gases.
Exposure to pests such as fire ants or underground bee hives.
Working around and with machinery having moving parts.
Potential exposure to operating machinery over rough and uneven terrain.
Working from heights.
Working in wet and/or slippery conditions.
Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: (New) PC: 03/27/25 GB: 03/25/25