

**Gridley Unified School District  
Job Description**

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JOB TITLE:	<b>Grounds Worker I</b>	UNIT:	Classified
SALARY LEVEL:	Range 8	LOCATION:	Gridley Schools
DEPARTMENT:	Maintenance and Grounds	BOARD APPROVED:	07/19/2023
REPORTS TO:	Maintenance and Grounds Supervisor		

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**SUMMARY:** The Grounds Worker I position is responsible, but not limited to; general and detailed maintenance on all District grounds, turf and landscaping. The Grounds Worker I will also work with the design, installation and maintenance of district sprinkler systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains landscaped areas by planting, pruning and caring for plants, shrubs, trees and turf areas
- Applies fertilizers and pesticides
- Repairs and installs fences, signs, and posts
- Prepares, maintains and marks athletic areas.
- Operates tractor equipped with attachments such as mower, lawn roller or fertilizer spreader.
- Performs emergency field repairs
- Prepare, repair and maintain athletic fields; scarify, aerate and renovate fields.
- Maintain general cleanliness of assigned areas; sweep walkways; remove trash; rake leaves; remove weeds.
- Clean gutters
- Plant, cultivate, water, fertilize, trim, prune and diagnose and treat disease in trees, plants, flowers, shrubs, lawns and fields; remove trees.
- Mow, edge and trim lawns, play fields and athletic fields; prepare and renovate top soil and turf damage.
- Participate in the installation, maintenance and repair of sprinkler systems; replace sprinkler heads; assist with valve and time clock system repair.
- Operate, maintain and service gardening and grounds maintenance equipment including, power lawn mowers, edger, hedge trimmer, chain saw, hand mower, saws, shears, trucks and turf; change oil and filters, lubricate, repair, or replace parts; clean, adjust and sharpen cutting blades on mowers; perform preventative maintenance on equipment; forklift.
- Operate District vehicles on roads and school grounds; pull trailer needed to haul large power equipment
- Coordinate and participate in school-based grounds usage for special events.
- Traps Gophers and Ground Squirrels; removes rodents from school grounds.
- Perform general custodial or minor maintenance tasks as assigned including, loading and unloading furniture, equipment and supplies as assigned.
- Perform related duties and responsibilities as assigned.

**QUALIFICATION REQUIREMENTS:**

**Knowledge of:**

- Methods, materials and tools used in planting, cultivating and caring for lawns, fields, flowers, shrubs, trees and plants.
- Common plant diseases, harmful insects and pests and approved control methods and pesticides.
- Hand and power tools and equipment used in grounds maintenance work and field preparation.
- Maintenance and operation of manual and automatic sprinkler systems.
- Basic principles and procedures of record keeping.
- Occupational hazards and standard safety practices necessary in the area of grounds maintenance.
- Safe driving principles and practices.

**Skill to:**

- Operate a wide variety of equipment and tools required for grounds maintenance work in a safe and effective manner.
- Operate a motor vehicle safely.

**Ability to:**

- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Perform the full range of grounds maintenance duties and tasks independently.
- Service and maintain all types of grounds equipment.
- Perform heavy manual work for extended periods of time in all types of weather.
- Identify grounds maintenance needs and take effective action.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); One year of full time grounds maintenance and gardening experience which included the use of power driven heavy equipment.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** California Driver's License may be required by the first day of service. District First Aid and CPR training may be required and will be provided.

**OTHER SKILLS AND ABILITIES:** Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.