

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** Groundsperson

**CLASSIFICATION:** Classified (SEIU)

**REPORTS TO:** Director of Maintenance & Operations

**RANGE:** 240

**WORK YEAR:** 12 Months

**CLASS:** Maintenance & Operations

**BOARD APPROVAL:** 1/14/16

**BOARD REVISION:** 1/12/17

**PRIMARY FUNCTION:** Under the direction of the Director of Maintenance and Operations, to perform a variety of general grounds and maintenance work; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by providing students with a safe, operational, and aesthetically pleasing environment for learning and athletics.

**SUPERVISION OVER:** Not Applicable

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Cultivates, waters, prunes, trims, and mows lawns, shrubs, hedges, and trees.
- Removes weeds, undergrowth, and debris from school grounds and landscaped areas.
- Plants, transplants, and fertilizes plants and shrubs.
- Sprays for weeds and insects using Integrated Pest Management (IPM)-compatible practices and completes use records in accordance with the Healthy Schools Act.
- Performs maintenance and minor repairs on grounds tools and equipment as required.
- Installs and repairs watering and drainage systems; uses irrigation methods to adjust water consumption and prevent waste.
- Lines athletic fields and keeps them in proper playing condition before events.
- Consults with supervisor to schedule work and avoid disrupting building activities except during emergencies.
- Drives a service truck and equipment for hauling, debris removal, and delivery of goods.
- Works to complete minor concrete projects as assigned.
- Assists District maintenance personnel with a broad variety of projects.
- Sets up and takes down furniture and equipment for school events.
- Wears District-provided work attire appropriate for the position.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- Prior experience working in grounds maintenance preferred.
- Prior experience working in a public school setting preferred.

## **LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California Driver's License and insurable status by the District's carrier.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

### **KNOWLEDGE OF\*:**

- Procedures used in grounds maintenance and care.
- Tools, equipment, and machinery, including their uses, and procedures for maintenance and making minor repairs.
- Fertilizers, insecticides, and herbicides used in grounds care and gardening.

### **ABILITY TO\*:**

- Estimate the scope of each work assignment and secure necessary tools and materials to complete the assigned work.
- Operate a variety of trade tools and equipment.
- Drive a service truck and equipment.
- Meet rigid deadlines, and perform tasks that require strenuous, physical exertion.
- Learn about and practice Integrated Pest Management (IPM) principles (i.e. prevention, monitoring, use of low-exposure chemical applications only when necessary, etc.).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Write to complete logs and keep records.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have fundamental working knowledge of these concepts, practices, and procedures, and the ability to apply them in varied situations.*

## **WORKING CONDITIONS:**

### **PHYSICAL DEMANDS (With or without the use of aids)\*:**

- Work is performed while moving about the facilities to conduct maintenance for extended periods of time.
- Work is performed while positioning self to perform maintenance, make repairs, etc.
- May require traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 50 pounds across a campus.
- Requires the ability to access trees, rooftops, and elevated locations via a ladder.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed in a manual and make log entries.
- Requires the ability to operate tools and equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** In vehicle traveling to job assignments; outdoor environments on campus in variable weather conditions; variable heights, confined spaces, variable/diminished lighting; loud and consistent noise created by power tools and equipment; fumes and odors caused by chemicals and solvents.