

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: GROUNDSPERSON

BASIC FUNCTION:

Under the direction of the Grounds Supervisor, schedule, coordinate, and perform grounds and field work in the maintenance, alteration, repair, and construction of District grounds and athletic fields; perform application and handling of pesticides; conduct District-wide pesticide spraying program; provide work direction to a staff of grounds personnel as assigned.

REPRESENTATIVE DUTIES:

Schedule, assign, and participate in grounds and field maintenance and construction activities performed by assigned personnel at District sites.

Confer with Grounds Supervisor regarding maintenance problems, projects, and activities.

Provide work direction to assigned grounds personnel; assist in the selection, testing and interviewing of assigned staff; provide initial and ongoing training of employees.

Perform the duties of the Grounds Supervisor in the supervisor's absence from the District.*

Coordinate the activities of assigned grounds personnel; coordinate activities with other Facilities Services employees.

Assist with the scheduling and coordinating of labor and materials required for specific work orders; monitor progress of work performed.

Review performance of assigned staff; provide input regarding performance evaluations.

Perform grounds and field work as needed to prepare and maintain District grounds and athletic fields in a clean and safe condition.

Maintain a variety of records including, but not limited to work orders (assigned and completed) and materials used.

Assist in ordering materials and supplies for assigned projects.

Respond to District security and emergency services as assigned.

Attend job related meetings as assigned.

* subject to the provisions of Article 7.6 of the District/CSEA Agreement

Manage the District's fire extinguisher program.

Emergency repairs and adjustments to equipment and apparatus.

Prepare, patch, repair pour in place rubberized areas on synthetic track.

Coordinate/supervise set-up teardown and set-up for graduation and promotion.

Perform related duties as assigned.

KNOWLEDGE AND ABILITY

Knowledge of:

Various trade methods, tools, and materials required for the new installation, maintenance, and repair of grounds, landscaped areas, and fields.

Proper irrigation techniques.

Proper application of herbicides, pesticides, and other chemicals used in grounds maintenance.

Record keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Basic principles of providing work direction to others.

Safety practices and work methods.

Oral and written communication skills.

District organization, operations, policies and procedures, and objectives pertaining to position.

Health and safety regulations pertaining to position.

Federal, State, and local laws, codes, and regulations governing herbicides and pesticides and fire extinguisher maintenance.

Ability to:

Work independently with little direction.

Perform a variety of groundskeeping duties.

Plan and coordinate the work of assigned skilled and semi-skilled personnel.

Prioritize, schedule, assign and review work.

Coordinate activities with other Facilities Services employees.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.

- Move objects weighing over 80 pounds using safe and proper methods and/or equipment.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Read, apply and explain rules, regulations, policies and procedures pertaining to positions.
- Interpret blueprints, specifications, and work orders.
- Work cooperatively and effectively with others.
- Plan and organize work.
- Provide work direction to others.
- Maintain records and prepare reports.
- Order and maintain supplies and materials.
- Perform manual labor.
- Adjust work schedules to meet unusual conditions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work or training in a related field and three years increasingly responsible experience in grounds maintenance and tree trimming.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Must obtain pest control certification (Cat. A & B), California Fire Extinguisher Certificate of Registration, Type 1 and valid CPR and first aid certificates within six months of employment.

WORKING CONDITIONS:

Outdoor environment; subject to adverse weather conditions, lifting and climbing.