

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: GROUNDS MAINTENANCE LEAD

BASIC FUNCTION:

Under the direction of the Grounds Maintenance Supervisor, perform advanced grounds maintenance duties in the maintenance of District grounds and athletic fields; travel to District sites and provide work direction to personnel assigned; operate all grounds maintenance equipment.

DISTINGUISHING CHARACTERISTICS:

Grounds Maintenance Lead is planned to be a single position class and is the advanced level classification in the series. The incumbent performs lead duties and is assigned accountability for maintaining a California Class A driver's license. Recommend best procedures or methods for completing jobs; prioritize work to be performed; resolve issues as needed.

REPRESENTATIVE DUTIES:

Operate gang mowers to maintain lawns and athletic fields; inspect tractor and mower for safe and proper operation; repair and maintain equipment as needed, replacing fuel, fluids and oil. **E**

Supervise Grounds Maintenance personnel during the absence of the Grounds Maintenance Supervisor. **E**

Mow, edge, trim and rake lawns; plant, cultivate and water lawns, trees, shrubs and flowers; operate a gang mower, push mowers, tractor, chain saw, blowers, chipper, sweeper, trimmers, edger and weed eaters. **E**

Rake, sweep, blow and pick up clippings, paper and trash from landscaped areas; clean storm drains and gutters; operate sweeping machine to remove glass, paper and other debris from parking lots. **E**

Travel to District sites to trim and prune large trees, plants and shrubs; assure safe and proper use of a chipping machine to mulch branches and cuttings. **E**

Monitor campus for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate. **E**

Respond to emergency situations on an on-call basis during off hours and weekends when necessary. **E**

Communicate with Principals, coaches, teachers and others to receive information concerning work requests and to communicate safety needs or issues concerning the safety of children. **E**

Drag tracks and baseball fields; assist in the layout and measurement of athletic field dimensions and boundaries. **E**

Observe assigned work areas for maintenance needs and vandalism and notify appropriate personnel. **E**

Reseed, fertilize and renovate lawns and fields. **E**

Perform minor maintenance repair on grounds equipment. **E**

Operate skip loader to pick up trash, rocks and dirt and load trucks. **E**

Mix and apply various herbicides, insecticides and fungicides in a safe and proper manner; set traps for rodents. **E**

Maintain routine records of work orders, equipment repair and maintenance and chemical applications. **E**

Provide work direction to personnel assigned. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic grounds maintenance procedures including mowing, edging, raking and weeding.
Methods, equipment and materials used in gardening and grounds keeping work.
Safe work procedures in the operation of hand and power tools and equipment.
Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
Herbicides and other chemicals used in grounds maintenance.
Operation and maintenance of hand and power tools and equipment used in grounds keeping.
Methods and materials used in controlling pests, insects and weeds.
Defensive driving methods.

ABILITY TO:

Perform specialized grounds keeping duties in the care and maintenance of District grounds.
Utilize independent judgment in performing grounds maintenance activities.
Mow, edge, water, weed, fertilize, and cultivate lawns, flower beds, athletic fields and other landscaped areas.
Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
Perform heavy physical labor.
Operate a variety of power and hand tools and motorized equipment including tractors, power mowers, edgers, and weed eaters.
Understand and follow oral and written directions.
Maintain routine records.
Work cooperatively with others.
Operate a variety of District vehicles; tractors, trucks and large power mowers.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed and one year of grounds maintenance experience. Experienced in the operation of tractors, large trucks, trailers, and large power mowers that require a Class A license.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, Class A. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Heavy physical labor, bending at the waist, walking over rough or uneven surfaces, stretching, bending, pushing, moving, lifting objects weighing up to 75 pounds, standing and walking for extended periods of time, and dexterity of hands and fingers to operate grounds equipment and tools.

HAZARDS:

Exposure to pesticide and herbicide chemicals, fumes and noise from vehicle and equipment operation, dust, dirt, oil/grease, pollen, working with or around machinery with moving parts, and extreme weather conditions.