

## **GALT JOINT UNION SCHOOL DISTRICT**

**JOB TITLE:** Groundskeeper

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform general and varied grounds maintenance and gardening functions including a variety of unskilled and semi-skilled labor and repair work.

**SUPERVISOR:** Director of Maintenance & Operations

### **TYPICAL DUTIES**

1. Prunes, waters, and sprays trees, shrubs, hedges, and plants.
2. Mows lawn areas with power mower and edges around walks and shrub areas.
3. Weeds and cleans around shrub areas and trees.
4. Uses hand tools to work soil and to remove weeds, undergrowth, and debris from school grounds and landscaped areas.
5. Cleans out water drainage in yards and cleans gutters on buildings.
6. Rakes leaves and hauls to dump.
7. Plants flowers, trees, and reseeds lawns.
8. Builds wooden frames around trees, lawns, and shrubs.
9. Sprays weeds in parking lots and along fences.
10. Applies pesticides and herbicides to grounds and garden areas for pest/weed control purposes.
11. Installs, maintains, and repairs sprinklers and sprinkler systems.
12. Safely operates and performs minor service and routine maintenance repair to a variety of related hand and power tools including mowers, sweepers, edgers, sprayers.
13. Drives pickup truck with appropriate tools, equipment, and materials for assigned projects at designated sites.
14. Establishes schedule of groundskeeping landscaping plans and activities with Principals and Supervisor.
15. Monitors and responds to District radio communication network.
16. Performs other duties similar to the above in scope and function as required.

### **EMPLOYMENT STANDARDS**

Possession of a valid California Driver's License.

**Knowledge of:**

- proper groundskeeping and gardening methods and practices;
- safe use and application of pesticides and herbicides for pest/weed control purposes;
- safe use and operation of a variety of tools and equipment used in gardening, repair and grounds maintenance repair work.

**Ability to:**

- understand and follow both oral and written instructions in an independent manner;
- read and write at a level necessary to perform the duties of the position;
- use and operate a variety of hand tools, power tools, and equipment in a safe and proper manner;
- drive pickup truck safely;
- read and interpret landscaping plans;
- perform basic mathematical calculations including addition, subtraction, multiplication, and division;
- estimate the scope of work assignments including necessary tools and materials to complete each assignment;
- meet the physical requirements necessary to safely and effectively perform required duties;
- communicate effectively in both oral and written forms;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

**TYPICAL WORKING CONDITIONS AND ENVIRONMENT**

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull and move heavy objects or materials.
2. Work both inside and outside in a variety of temperatures and weather conditions.