



Central Union School District  
Lemoore, CA

**CENTRAL UNION SCHOOL DISTRICT**  
**Lead Groundskeeper**

**JOB DESCRIPTION**

**ESSENTIAL FUNCTIONS**

Under the direction of the Maintenance Supervisor, the job of "Lead Groundskeeper" is for the purpose of planning, scheduling, directing, coordinating and participating in the ground maintenance and gardening services of district and site grounds and landscaped areas.

Directly Responsible To:  
Maintenance Supervisor

Immediate Subordinates  
Gardener

**DUTIES AND RESPONSIBILITIES**

Perform a wide variety of duties including:

- Assists the Maintenance Supervisor in resolving a variety of problems associated with grounds operations in a timely and efficient manner.
- Evaluates landscaped areas, equipment, sprinkler systems and grounds (e.g. fields, parking areas, etc.) for the purpose of identifying repairs and/or replacement needs, maintaining schedules and preventing erosion.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.
- Maintains water management systems, including irrigation clocks.
- Maintains a turf management program, including mowing, fertilizing, aerating, spraying, and watering.
- Performs routine preventative maintenance to include oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment.
- Makes repairs and adjustments to pumps and grounds related plumbing equipment
- Installs, repairs and/or maintains grounds related electrical receptacles, switches, controls and lighting systems.
- Performs general carpentry and cement work in the alteration, repair, and maintenance of grounds, including fencing and playground apparatus.
- Confers with other supervisory staff and personnel regarding grounds activities and problems.
- Determines the methods, materials, and procedures to be used in general grounds keeping and gardening projects.
- Inspects assigned facility and grounds for vandalism, damages, and sanitary and safety hazards, reporting hazards to an appropriate authority and conducting major repairs as needed.
- Use a variety of hand and power tools
- Operate tow vehicles to move trailers from site to site
- Mow, edge, trim, and water lawns, fields and other turf grounds
- Handles special assignments as assigned by Maintenance Supervisor
- Perform other duties as requested by Maintenance Supervisor

## QUALIFICATIONS

### Knowledge of:

- Basic repair techniques
- General safety practices
  - Safe use and application of fertilizer, pesticides, and herbicides for pest and weed control purposes
  - Safe use and operation of a variety of tools and equipment used in gardening, repair, and grounds maintenance work.
- Methods, equipment, materials, and supplies used in the care and maintenance of grounds.
- Scheduling and planning methods for grounds staff.

### Ability to:

- Operate a variety of custodial and grounds equipment
- Plan, organize, coordinate, prioritize and meet deadlines for a wide variety of activities and functions.
- Analyze situations accurately and adopt an effective course of action.
- Read and interpret various labels and guidelines or other information such as MSDS that pertains to work.
- Complete simultaneous project and task with many work interruptions.
- Add, subtract, multiply and divide
- Understand and implement oral and written instructions and work independently with minimal direct supervision.
- Communicate orally and in writing and follow oral and written instructions in English
- Maintain cooperative and effective relationships with those contacted in the course of work
- Follow general safety and hazardous materials procedures.

### Education and Experience:

- Education: High school diploma or equivalent.
- Experience: Three (3) years of current experience working with custodial and/or grounds personnel and operations, two (2) of which are in a public institution or large commercial establishment.
- Willingness to attend job related training

### Requirements

- Class C Drivers License
- Tuberculosis Screening
- Department of Justice and Federal Fingerprint Clearance

### Physical Abilities:

- Hearing and speaking to communicate with district staff and the public
- Walking or standing for extended periods of time
- Frequently bending, kneeling, stooping, and reaching to perform related job tasks
- Dexterity of hands and fingers to operate equipment
- Agility to climb ladder
- Ability to perform heavy physical labor for sustained periods of time
- Physical ability to lift and move objects weighing up to 50 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance;
- Normal manual dexterity and eye-hand coordination;
- Corrected hearing and vision to normal range;

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.

#### WORKING ENVIRONMENT

- Regular outdoor environment – School Settings
- May be exposed to extreme hot and cold temperatures
- Tight locations
- Frequently exposed to fumes or airborne particles
- May perform work on uneven surfaces, inclines, and slippery and wet surfaces
- Twelve month employee
- Seasonal heat and cold or adverse weather conditions.
- Exposure to hazardous chemicals and fumes.
- Driving a vehicle to conduct work.
- Subject to responding to emergency maintenance and grounds related issues 24 hours/7 days a week.
- Noise level in the work environment is usually loud.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.