

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

GROUNDSKEEPER I
GROUNDSKEEPER II

DEFINITION

To perform a variety of semi-skilled and skilled grounds keeping work in planting, cultivating and maintaining lawns, plants, and shrubs; to mow lawns with power equipment; and to maintain athletic fields.

DISTINGUISHING CHARACTERISTICS

Groundskeeper I - This is the entry level class in the Groundskeeper series and is distinguished from the II level in that routine and repetitive duties are performed according to established procedures and changes in procedures or exceptions to rules are explained in detail as they arise. Incumbents of the I level class lack a complete knowledge of grounds maintenance work procedures and methods and are not yet able to perform the full range of duties assigned to the journey level without immediate supervision.

Groundskeeper II - This is the journey level class in the Groundskeeper series. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or, when filled from the outside, require prior grounds maintenance experience. Appointment to the II level requires that the employee be performing the full range of duties for the class and meet the qualification standards for the class. A Groundskeeper II is expected to perform assigned duties with only occasional instruction or assistance, and work is normally reviewed only on completion. Adequate performance at this level requires the knowledge of general grounds maintenance as well as a knowledge of applicable department policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Groundskeeper I

Receives immediate supervision from higher level management and supervisory staff.

Groundskeeper II

Receives general supervision from higher level management and supervisory staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Plants and cultivates trees, grass, flowers, and shrubs and sprays for the control of pests and plant diseases. Maintains landscaped areas. Cuts and edges lawns and borders. Uses fertilizer as needed. Rakes leaves. Sweeps lawns, sidewalks and related areas. Picks up rubbish. Prepares soil for various kinds of planting. Seeds new lawns. May operate power lawn mowers, sprayers, trucks, skip loaders, and tractors. Maintains mowing equipment. Prepares stadium and field for athletic games. Cleans and repairs fields and facilities following events. Assists in moving and arranging furniture and equipment for special events. Performs related duties as assigned.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Groundskeeper I
Groundskeeper II (Continued)

QUALIFICATIONS

Groundskeeper I

Knowledge and Abilities:

Basic knowledge of the methods used in caring for plants, shrubs, flowers, trees, and lawns. Ability to learn to operate light motorized equipment and to use gardening hand tools. Ability to perform heavy manual labor. Ability to understand and follow oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in gardening work or general grounds maintenance desirable.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

Groundskeeper II

In addition to the qualifications for Groundskeeper I:

Knowledge and Abilities:

Knowledge of the methods, materials, and equipment used in propagating, cultivating, pruning, and caring for plants, flowers, shrubs, trees, and lawns. Knowledge of lawn planting and cutting procedures. Ability to operate light motorized equipment.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Groundskeeper I
Groundskeeper II (Continued)

Experience and Training Guidelines (Continued)

Experience:

One year of increasingly responsible grounds maintenance experience comparable to that of Groundskeeper I in the PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

Reviewed and Agreed to by:

Incumbent: _____ Date: