



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/22

GROUND PERSON I

DEPARTMENT/SITE: Maintenance and
Operations

REPORTS TO: Supervisor - Maintenance

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 20

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor – Maintenance, the Grounds Person I provides grounds maintenance services and operations at assigned site/s, including assisting in preparations for assemblies, events, and recreational activities; ensures attractive and safe grounds area/s and athletic fields, protecting against erosion. The incumbents in this classification provide the school community with pleasant school grounds which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the first level in the Grounds Person series. They perform basic grounds maintenance services and operations. This class differs from the Grounds Person II class which has greater responsibility in working with plans and blueprints, irrigation systems, herbicides, and pesticides, and working with concrete installations. The highest-level class in the series is Grounds Person III which has leadership responsibilities in providing training, monitoring work, and coordinating assignments and projects.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Attends unit meetings, in-service training, workshops, etc. (e.g. safety meetings) to gather information.
- Cleans landscaped areas and related items (e.g., storm drains, fields, litter) to prevent flooding and remove hazards.
- Maintains and cleans push and/or walk-type mowers and all other landscaping machinery, tools and equipment; makes minor repairs/services as necessary.
- Operates large gang reel mowers, zero turn mowers and other motorized equipment in the maintenance of District landscaped areas.
- Performs basic grounds maintenance (e.g., mowing, pruning, trimming, leaf blowing) to maintain a safe, attractive environment.
- Plants a variety of landscaping materials (e.g., lawns, shrubbery, flowers, trees) to keep the grounds attractive and protect against erosion.
- Performs minor irrigation system repairs (e.g., sprinkler heads, drip lines) to maintain performance of water lines.
- Prepares grounds and athletic fields (e.g., fertilizes soil, courtyards, flower beds) to provide adequate, attractive, and safe areas for assemblies, recreational activities, and/or athletic events.
- Prepares routine documents (e.g., work orders, materials forms) to communicate information to other parties.

- Requests materials, supplies, and equipment and/or support personnel to complete assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms) to taking appropriate action or notifying appropriate personnel for resolution.
- Sprays premixed or premeasured herbicides using a pump up sprayer as related to current assignment.
- Transports a variety of tools, equipment, supplies, etc. to ensure the availability of materials required at job site.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic math
- Methods of preparing and maintaining various plants, shrubs, lawns, etc.
- Grounds maintenance equipment, practices, procedures, and safety practices
- Oral communication principles and practices

Skills and Abilities to:

- Operate equipment used in grounds maintenance including tractors, weed whips, mowers, hand and power tools
- Operate equipment safely
- Understand and follow complex, multi-step written and oral instructions
- Have flexibility to work with others in a variety of situations
- Solve problems, including with equipment, effectively
- Meet deadlines and schedules
- Work under time constraints
- Communicate with diverse groups

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

One (1) year of experience in yard, landscaping, or garden maintenance.

LICENSE(S) REQUIRED:

- Valid, current California Class C Driver's License for driving district vehicles.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:

- Criminal Justice and FBI Fingerprint Clearance
- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam C through District's provider at District's expense
- Enrollment in the Department of Motor Vehicles employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed outdoors under temperature extremes and under conditions with exposure to risk of injury and/or illness
- Drive a vehicle to conduct work
- Extended period of walking, with some sitting and standing
- Lifting, carrying, pushing, and/or pulling materials, equipment and tools weighing up to 50 lbs.
- Climbing, balancing, stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity to manipulate objects and tools
- Hearing and speaking to exchange information
- Visual acuity to operate equipment, read documents, and a computer screen