



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 10/19/2022

GROUND PERSON III

DEPARTMENT/SITE: Maintenance and
Operations

REPORTS TO: Supervisor - Maintenance

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 36

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor, Maintenance, the Grounds Person III maintains the Integrated Pest Management Program; consults with District personnel, providing weed and pest control services for the District; ensures that grounds and buildings are free of pests and rodents and provides information on chemicals used in pest and weed control and related health hazards; oversees and supports assigned technicians in the performance of their assignments, ensuring that assignments are completed in a safe, proper and timely manner. The incumbents in this classification provide the school community with pleasant school grounds which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the highest-level class in the Grounds Person series, with leadership responsibilities in providing training, monitoring work, and coordinating assignments and projects. Positions in the Grounds Person II class perform basic grounds maintenance services and operations and higher-level responsibilities in working with plans and blueprints, irrigation systems, herbicides, and pesticides, and working with concrete installations. This class also differs from the lower-level Grounds Person I class which has less responsibility in performing basic grounds maintenance services and operations.

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.

- Coordinates and leads workers in routine landscaping and grounds maintenance tasks; prioritizes and monitors work assignments.
- Sets schedules for mowing and watering lawns.
- Monitors District property for necessary grounds maintenance work to ensure safety, resolve problems, or notify others as appropriate.
- Applies herbicides and pesticides to site facilities (e.g., grounds, buildings) to maintain a continuing program of preventive pest control.
- Consults and advises District personnel on weed and pest (e.g., gophers, skunks, spiders, ants, roaches, fleas, ticks) control to ensure Integrated Pest Management practices are applied; oversees pest control activities and technicians to ensure functions are performed efficiently in compliance with site requirements and established standards.
- Coordinates with site administrators and other trades to ensure projects/work orders are completed efficiently.
- Informs staff, students, and others present at job sites by providing information on pest and weed control

chemicals and related health hazards.

- Maintains and cleans push and/or walk-type mowers and all other landscaping machinery, tools and equipment; makes minor repairs/services as necessary to keep equipment in working condition.
- Maintains inventory of supplies, equipment, etc. including performing physical inventory and updating computer records to ensure the availability of required items and document utilization of inventory at each site location.
- Monitors facilities to ensure the grounds and buildings are kept free of pests and rodents in compliance with public health standards.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required to perform job functions.
- Prepares written materials (e.g., HAZMAT filings, pesticide application notices) to provide required regulatory documentation and/or convey information.
- Trains assigned personnel in herbicide and pesticide application to ensure regulatory requirements are followed.
- 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:

- Materials, equipment and tools used in groundskeeping
- Basic math, including calculations using fractions, percentages, and/or ratios
- Use of pesticides and herbicides
- Pertinent safety practices and procedures
- Computer usage and pertinent software applications
- English usage, grammar, punctuation, and spelling

Skills and Abilities to:

- Operate equipment safely, including that used in pest control
- Prepare and maintain accurate records
- Manage projects including bidding process and cost estimates
- Train others
- Read and understand technical information
- Communicate effectively, orally and in writing
- Solve practical problems
- Use flexibility in working with others in a wide variety of circumstances
- Establish and maintain effective working relationships
- Set priorities and adapt to changing work priorities
- Work with frequent interruptions
- Handle hazardous materials

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact 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 equivalent.

EXPERIENCE REQUIRED:

Three (3) years of full-time paid experience as a skilled gardener or grounds person.

LICENSE(S) REQUIRED:

- Valid, current Class B California Driver's License to drive to various sites and transport equipment.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Qualified Applicator's Certificate
- 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
- Drives a vehicle to conduct work
- Extended period of walking and standing, with some sitting
- 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 see/read documents and computer screen
- Work flexible hours