

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: GROUNDSKEEPER

REPORTS TO: Maintenance, Operations, and Transportation Manager
SUPERVISES: No supervisory responsibilities

DEFINITION:

Perform routine grounds maintenance at designated SLOCOE facilities and adjacent grounds.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. One-year work experience as groundskeeper or custodian.
3. Valid California driver's license.
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
5. Pesticide applicator certifications must be obtained within 130 days of hire.

Desired:

1. Knowledge of the procedures required to install, repair and maintain irrigation systems.

KNOWLEDGE AND ABILITY:

1. Knowledge of proper methods, techniques, materials, tools and equipment used in modern ground maintenance.
2. Knowledge of appropriate safety precautions and procedures.
3. Knowledge of proper lifting techniques.
4. Knowledge of and understanding of Integrated Pest Management practices common in landscape installation and maintenance.
5. Ability to effectively use hand and power tools common to landscape maintenance.
6. Ability to maintain tools and equipment in clean working order.
7. Ability to operate a computer or personal electronic device.
8. Ability to observe health and safety regulations.
9. Ability to meet schedules and time lines.
10. Ability to drive a vehicle to conduct work.
11. Ability to operate heavy equipment.
12. Ability to maintain regular and reliable attendance.
13. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
14. Ability to establish and maintain positive and effective working relationships with diverse populations.
15. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
16. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
17. Ability to deal with problems or issues involving several variables in standardized situations.

ESSENTIAL FUNCTIONS:

1. Perform routine grounds maintenance duties at designated SLOCOE facilities and adjacent grounds. Care for and maintain assigned grounds including irrigation, mowing, weed control, edging, and fertilization of lawns.
2. Check for damaged or broken irrigation lines and repair as necessary.
3. Check for landscaping problems such as insects and diseases and correct as necessary with non-chemical remedies. Identify pests and take appropriate action in accordance with the SLOCOE Integrated Pest Management Policy. Advise management on pest issues and discuss appropriate controls.

4. Pick up and dispose of litter and debris from grounds and parking lots.
5. Perform design and installation of new or remodeled landscaped areas.
6. Perform specific horticultural needs such as pruning and special watering. Trim tree and bush branches as assigned.
7. Maintain groundskeeping supply inventory. Purchase supplies as needed.
8. Operate and maintain heavy equipment used in facility grounds, maintenance and development including but not limited to forklifts, excavators, backhoes, bulldozers, loaders, dump trailers.
9. Operate lawn mowers, air broom, lawn tractor, full sized tractor, pickup truck, weed eater, chainsaw, and other equipment. Maintain and make minor repairs on equipment.
10. Perform heavy physical labor as related to ground maintenance activities.
11. Monitor and report safety hazards and the need for maintenance and repair.
12. Drive a vehicle to conduct work.
13. Operate a computer or personal electronic device to utilize work order system, building automation systems (i.e.: HVAC, lighting, alarm, fire, and water systems; and security access and cameras), and cloud-based programs.
14. Perform related duties as required within the scope and skill level of the classification.

ENVIRONMENT:

1. Outdoor work environment.
2. Regular exposure to a variety of weather conditions.
3. Regular exposure to dust, pollen and odors.
4. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of grounds maintenance equipment.
2. Walking and standing for extended periods of time.
3. Seeing to perform grounds maintenance duties.
4. Bending at waist, kneeling or crouching.
5. Reach overhead, above the shoulders and horizontally.
6. Ascend and descend ladders, working from heights.
7. Lifting, carrying, pushing or pulling heavy objects as assigned by position.
8. Physical ability to lift 50 pounds from floor to waist.
9. Physical ability to lift 50 pounds from waist to shoulder.
10. Physical ability to lift 38 pounds from shoulder to overhead.
11. Physical ability to carry 50 pounds.
12. Physical ability to push 30 pounds.
13. Physical ability to pull 41 pounds.

HAZARDS:

1. Working with power driven equipment.
2. Working with or around heavy equipment.
3. Working on ladders.
4. Exposure to poison oak, ticks, biting or stinging insects, snakes, plant pollen, and other plant and wildlife hazards.
5. Exposure to pesticides and chemicals.

Grade Allocation: 25
Adopted:
Revised:5/25/11, 8/11/21, 1/22/25

