

**MOTHER LODE UNION SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Bldg. and Grounds Maintenance Worker	<b>REPORTS TO:</b>	Director of M.O.T.
<b>DEPARTMENT:</b>	Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	12 months
<b>BOARD APPROVAL:</b>	3/14/07	<b>SALARY:</b>	Range 12
<b>CSEA APPROVAL:</b>	1/9/07		

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**BASIC FUNCTION:**

Operate a small riding and various push mowers and edgers to perform grounds maintenance and gardening work around District schools, facilities and buildings; operate a spray rig to apply herbicides and control weeds. Operate tools and equipment to perform building maintenance work.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in the classification operate mowers and herbicide spray rigs. Incumbents perform grounds and building maintenance work and may assist other grounds personnel.

**REPRESENTATIVE DUTIES:**

- Operate a small riding and various push mowers, edgers and other equipment to perform grounds maintenance and gardening work around District schools, facilities and buildings; drive a truck to conduct work. *E*
- Operate a spray rig to apply herbicides and control weeds; assure the safe application of herbicides according to established procedures; wear appropriate protective suit and respirator as required. *E*
- Calibrate materials for spraying; utilize various chemical, herbicide or pesticide applications.
- Rake, edge, weed, plant, fertilize and water lawns; plant, fertilize, water, trim and prune shrubs, trees and flowers. *E*
- Prepare ground for planting; weed planted areas. *E*
- Operate and maintain riding and push mowers and other landscaping machinery, tools and equipment; make minor repairs as necessary. *E*
- Maintain records of chemical applications as required. *E*
- Operate and make minor repairs to heating and air conditioning units, light systems and fire and intrusion alarms. *E*
- Assist in development and implementation of inventory program.

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### **Position Description**

Title: Bldg. and Grounds Maintenance Worker

#### **REPRESENTATIVE DUTIES:** (continued)

- Performs skilled work in the painting, alteration, repair, maintenance and construction of buildings, and other district facility needs. *E*
- Monthly inspections of school grounds, fire extinguishers, classroom and playground equipment. *E*
- Align and assemble playground equipment. *E*
- Assists in room setup for special events for the purpose of supporting personnel in the completion of their work. *E*
- Delivers supplies and materials. *E*
- Communicates needs for repairs on all facilities and equipment to supervisor.
- Installs and makes repairs to plumbing and electrical systems. *E*
- Renovate and prepare athletic fields as assigned.
- Assist other maintenance personnel as assigned.
- Perform related duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed below and two years gardening and grounds maintenance experience highly desirable

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license,

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Methods, supplies and tools used in general grounds and maintenance work.
- Basic grounds maintenance procedures including mowing, spraying, edging, raking and weeding.
- Laws, rules and regulations related to the application of herbicides and pesticides.
- Methods and materials used in controlling pests, insects and weeds.
- Health and safety regulations.
- Operation and maintenance of hand and power tools and equipment used in groundskeeping and building maintenance.

## **MOTHER LODE UNION SCHOOL DISTRICT**

### **Position Description**

Title: Bldg. and Grounds Maintenance Worker

#### **ABILITY TO:**

- Operate a variety of walk-type mowers and edgers to perform grounds maintenance and gardening work around District schools, facilities and buildings.
- Assist others in specialized groundskeeping activities.
- Operate a spray rig to apply herbicides and control weeds.
- Wear appropriate protective suit and respirator as required.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Repair plumbing, electrical and other building features.
- Calibrate materials for spraying.
- Observe legal and defensive driving practices.
- Obtain forklift operation certification and pesticide application certification.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Outdoor work environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions; regular exposure to fumes, dust and odors.

##### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate grounds equipment; reaching overhead, above the shoulders and horizontally; sitting standing for extended periods of time; walking over rough or uneven surfaces; bending at the waist; carrying, pushing or pulling equipment; heavy physical labor, lifting up to 75 lbs.

##### **HAZARDS:**

Fumes from vehicle and equipment operation; exposure to chemicals.