



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Grounds Gardener	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 39

BASIC FUNCTION:

Under assigned supervisor, and/or lead perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system
- Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways
- Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas, parking lots, playgrounds, athletic fields and other assigned areas; empty waste receptacles
- Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, power pressure sprayers and other equipment used in grounds maintenance work; utilize standard gardening hand tools
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas as assigned
- Apply pest control methods to eradicate weeds, insects, rodents and other pests according to established procedures as assigned
- Inspect school grounds, play equipment and other assigned areas; identify, resolve and report safety issues and hazards to appropriate personnel; respond to emergency grounds maintenance needs as requested; identify and report vandalism and maintenance and repair needs
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil

- Maintain routine records related to assigned activities
- Move and arrange outdoor and/or landscape furniture and equipment to perform gardening duties

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic grounds maintenance procedures including mowing, edging, raking and weeding

Methods, equipment and materials used in gardening and grounds-keeping work

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs

Operation and maintenance of hand and power tools and equipment used in grounds-keeping

Basic record-keeping techniques

Health and safety regulations

ABILITY TO:

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flowerbeds, athletic fields and other landscaped areas

Operate hand and power tools and other equipment used in grounds maintenance

Understand and follow oral and written instructions

Maintain routine records

Observe health and safety regulations

Work cooperatively with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year of experience in gardening and grounds maintenance work

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment

Seasonal heat and cold or adverse weather conditions

Exposure to fumes, dust, odors, oil/grease, gases

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment

Walking or standing for extended periods of time

Seeing to perform gardening and grounds work

Perform work which involves the frequent lifting, pushing and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance up to 100 pounds

Sitting to operate tractors, mowers and other machines

Bending at the waist, kneeling or crouching

Reaching overhead, above the shoulders and horizontally

Heavy physical labor

HAZARDS:

Working around and with machinery with moving parts

Exposure to chemicals used in pest control and weed abatement

Exposure to seasonal heat and cold or adverse weather conditions

Exposure to chemical, fumes, dust, odors, oil/grease and gases