



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Lead 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: 45

BASIC FUNCTION:

Under the direction of an assigned supervisor, oversee and participate in grounds maintenance and gardening activities in the beautification of District-wide grounds and landscaped areas; lead, train and provide work direction and guidance to assigned grounds crew members.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Oversee and participate in grounds maintenance and gardening activities in the beautification of District-wide grounds and landscaped areas; assist in establishing grounds maintenance time lines and priorities; assure related activities comply with established standards, policies and procedures
- Coordinate grounds maintenance activities; and inspect completed work at school sites and locations to assure accuracy, completeness and compliance with established guidelines and procedures
- Lead, train and provide work direction and guidance to assigned grounds crew members; and assign daily duties to grounds crew members
- Estimate labor, material and equipment needed for grounds maintenance projects; monitor inventory levels of grounds maintenance materials and equipment; order, receive and maintain inventory of materials and equipment
- Oversee and participate in the mowing, edging, trimming and watering of lawns, fields and other turf grounds; prepare and fertilize soil; assure grounds receive proper watering by hand or the irrigation system; assure athletic fields and grounds areas are maintained in a clean, orderly and safe condition
- Lead and participate in the planting, cultivating, pruning, spraying, fertilizing and irrigation of flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways; pick up paper, trash and debris as needed
- Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, hedge trimmers, sprayers, chainsaws, trenchers and other equipment used in grounds work; utilize standard gardening hand tools; drive a vehicle to conduct work
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil

- Oversee and participate in the application of pest control methods to eradicate weeds, gophers and other pests according to established procedures
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns
- Prepare and maintain a variety of records and reports related to work orders, inspections, purchase orders and assigned duties
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas as required
- Inspect playgrounds to assure compliance with established standards, codes and regulations as required; adjust, maintain and repair playground equipment as needed

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grounds maintenance procedures including mowing, edging, raking and weeding

Methods, equipment and materials used in gardening and grounds maintenance work

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

Procedures, methods, materials and equipment utilized in the installation, repair and maintenance of irrigation systems

Operation of hand and power tools and equipment used in ground maintenance

Principles of training and providing work direction

Basic inventory methods and practices

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Methods and materials used in controlling weeds and other pests

Record-keeping and basic report preparation techniques

Health and safety regulations

ABILITY TO:

Oversee and participate in grounds maintenance and gardening activities in the beautification of organization-wide grounds and landscaped areas

Lead, train and provide work direction and guidance to grounds crew members

Coordinate grounds maintenance activities to meet organization-wide needs

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

Assure athletic fields and grounds areas are maintained in a clean, orderly and safe condition

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

Apply specialized chemicals to control and eradicate weeds, gophers and other pests

Work independently with little direction

Maintain records and prepare reports

Observe health and safety regulations

Meet schedules and time lines

Assign employee duties and inspect completed work for accuracy
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible grounds maintenance experience

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
Driving a vehicle to conduct work

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 lifting, carrying, pushing and/or pulling objects typically weighing 50 pounds, and occasionally and with assistance up to 100 pounds
Sitting for extended periods of time to operate mowers and other machines
Bending at the waist, kneeling or squatting
Reaching overhead, above the shoulders and horizontally
Heavy physical labor

HAZARDS:

Exposure to chemicals used in pest control and weed abatement
Exposure to seasonal heat and cold or adverse weather conditions
Exposure to fumes, dust, odors, oil, grease and gases
Working around and with machinery with moving parts
Working on ladders