

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>POSITION TITLE: GROUNDS</b>
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**DEFINITION:** Under supervision of the Maintenance and Operations Foreman performs maintenance tasks in the care of landscaped areas.

**ESSENTIAL FUNCTIONS:** *Duties may include, but are not limited to the following:*

- Cultivate, water and trim lawns
- Operate a power mower, power edger, tractor and other power equipment
- Assist in the preparation and lining of athletic fields
- Remove paper and other debris from turf and landscaped areas
- Drive district vehicle
- Assist in the preparation of turf and lawn areas, general grounds, maintenance work, and in moving equipment and furniture when necessary
- Assist in the planting and trimming of trees, flowers and shrubs
- Use hand tools
- Recommend control of plant pests and diseases
- Maintain fertilizing schedules of trees, shrubs and lawns
- Clean up related to job assignment
- Other duties as assigned

**QUALIFICATIONS:**

**Knowledge of:**

- Basic methods, supplies and tools used in cultivating and caring for grounds

**Ability to:**

- Operate power equipment related to landscaping and gardening
- Operate automatic sprinkling system clocks
- Learn the procedures and use of tools in gardening work
- Carry out oral and written instructions
- Develop and maintain cooperative working relations with those contacted in the course of work
- Cooperate with faculty and other staff
- Perform general gardening and grounds work
- Perform heavy physical labor

**EDUCATION AND EXPERIENCE:**

- Any combination of experience and education that would provide the required knowledge and abilities listed herein
- One year in grounds work
- Completion of the twelfth grade

**POSITION TITLE: GROUNDS, *Continued***

**PHYSICAL REQUIREMENTS: *of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for purposes of reading work orders, diagrams, labels and other printed material.
- Hear and understand speech at normal levels
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Operate hand tools, mechanical equipment and power tools with dexterity
- Operate district vehicles
- Push/pull, squat, turn, twist, bend, and stoop
- Reach in all directions
- Lift/carry up to 40 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate and timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous materials/equipment, solvents, paints, grease, oil, and other chemicals

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license
- Clearance for use of chemicals in spraying pesticides
- Valid CPR/First Aid Certification is desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans With Disabilities Act regarding reasonable accommodation procedures.