



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Lead Groundswoker	<b>Department:</b>	Maintenance and Operations
<b>Disaster Work Status:</b>	Considered a Disaster Service Worker and/or Essential Worker during emergency, crisis and/or pandemic		
<b>Reports to:</b>	Manager of Maintenance and Transportation	<b>FLSA Classification:</b>	Non-exempt
<b>Board Approval:</b>	June 12, 2024	<b>Work year:</b>	12 months
<b>Revision(s):</b>		<b>Salary Range</b>	77

### DEFINITION:

Under direction from departmental management, plans and coordinates the grounds maintenance and related activities in the District in addition to the regularly assigned duties of a Lead Groundswoker.

### QUALIFICATIONS:

#### Education:

High school equivalent preferred

#### Experience:

One year of grounds or building maintenance experience

Four years of ground maintenance experience

Supervisory experience preferred

#### License and/or other qualifications:

Valid Class C California Driver's License

Class B California Driver's License desirable

#### Knowledge and Abilities:

##### **Knowledge of:**

- Irrigation systems
- Operation of various motorized grounds equipment
- Methods, materials, tools and equipment used in grounds maintenance and roof and blacktop repair

##### **Ability to:**

- Oversee large ground maintenance program
- Effectively prioritize District grounds projects and programs
- Lay out, assign, coordinate, lead and inspect the work of Groundswokers
- Maintain cooperative relationships with those contacted in the course of work
- Evaluate and select equipment and materials used in District grounds work
- Compile dates and prepare written reports
- Operate trucks, tractors, and other grounds maintenance equipment
- Perform general grounds maintenance and gardening work

- Repair and maintain roofs and blacktop surfaces
- Perform heavy manual labor
- Understand and carry out oral and written instructions
- Communicate effectively
- Work effectively and efficiently with little supervision
- Use the computer and basic software applications
- Operate and manage the work order system

**ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Confers with departmental management.
2. Schedules and assigns duties concerning the maintenance and care of the lawns, shrubs, trees and other landscaping in the District.
3. Oversees employee training and record keeping.
4. Inventories and maintains grounds supplies and materials.
5. Oversees the repairing of roofs and blacktop surfaces.
6. Prepares reports and schedules as required.
7. Assigns work requests to Groundworkers.
8. Transports equipment and supplies to mobilize projects.
9. Performs all duties of a Groundworker, as needed.
10. Additional other duties as assigned related to emergency, crisis and/or pandemic.

**MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Perform other duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trucks, mowers, landscaping equipment
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grounds equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fields, stairs
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment noise
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust from fields, gas/diesel fumes
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladders, lifts, rooftops
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment/vehicle pedal
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safety glasses and ear plugs
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting		X-----X			
Walking			X-----X		
Standing			X-----X		
Bending (Neck)				X	
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing			X		
Kneeling			X		
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			
D = Dominant Hand ND = Non-Dominant hand					
Simple Grasping (D)				X	
Simple Grasping (ND)				X	
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder				X	

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs		X			
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X-----X		
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs		X			
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.