



## **GROUNDS / MAINTENANCE ASSISTANT**

### **DEFINITION:**

Under general direction performs general and varied grounds and maintenance work; and does other related work as assigned.

### **DUTIES:**

#### **GROUNDS:**

Cuts, edges, trims and prunes landscaped areas; prepares and fertilizes soil and small plants, lawn areas, trees, shrubs, hedges and flowers; hoes, weeds and rakes lawns; inspects and repairs irrigation system; sweeps and picks up paper and other debris from walks and driveways; waters various ground areas by hand or by operating the sprinkler system; assists in moving and arranging bleachers, furniture, and equipment for special events; may transport luggage to/from camp; loads and drives trucks with groundskeeping equipment, trimmings and trash; under supervision, applies pesticides and herbicides; hauls sand, dirt, sawdust, and straw and distributes; performs routine duties involved in erecting and repairing fences, resurfacing asphalt, mixing and pouring cement, and installing athletic equipment; preventative maintenance and upkeep of vehicles and equipment; periodic heavy maintenance and cleaning of school district property.

#### **MAINTENANCE:**

To provide support services in basic trades such as carpentry, painting, electrical, plumbing, heating or the like; assists in the construction, installation and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, boards, and bulletin boards; may assist in the installation or repair of gas and water lines; may repair and install doors and window glass; installs, adjusts, repairs and maintains electrical equipment; replaces and repairs ceiling and floor tiles; assists in the installation of the door locks.

#### **EMPLOYMENT STANDARDS:**

knowledge of:

- basic methods, materials, equipment and tools used in grounds/maintenance work
- safe working methods, procedures and practices

### Ability to

- safely use hand and power tools common to grounds and maintenance work
- perform heavy manual activities related to grounds and maintenance work
- perform routine and minor repairs or maintenance to tools, vehicles, and equipment
- communicate, understand and carry out oral and written directions
- establish and maintain cooperative working relationships
- maintain a good driving record and qualify for District vehicle insurance coverage
- may perform heavy physical labor including lifting and carrying

### Experience:

- experience in grounds, maintenance, or related work is preferred

### Education:

- equivalent to the completion of the twelfth grade License Required:
- Possession of a valid California Motor Vehicle Operator's license

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually loud.

Range: 10.0 8/4/94