

## *OXNARD UNION HIGH SCHOOL DISTRICT*

**CLASS TITLE:** GROUNDS MAINTENANCE WORKER/DELIVERY DRIVER

**DEFINITION:**

Under the supervision of the Assistant Principal and the direction of the Lead Grounds and Maintenance/Repair Worker, performs a variety of grounds maintenance duties at an assigned site; picks up and delivers a variety of materials including books, supplies and district mail.

**STATEMENT OF TYPICAL DUTIES:**

- a. Mows and edges lawns; trims, weeds, and prunes landscaped areas; prepares and fertilizes soil; plants and waters lawns, trees, shrubs, hedges, and flowers. Operates power sweeper to clean school parking lots and walkways. Maintains power sweeper in safe operating condition.
- b. Delivers district mail, supplies, materials to appropriate destination; assists warehouse personnel during winter/spring breaks and summer full-time.
- c. Rakes leaves and lawns; sweeps and operates blower to clean sidewalks; removes debris, collects trash, and performs general grounds cleaning as assigned.
- d. Sprays landscaped areas with insecticides and herbicides for insect and weed control.
- e. Assists in installation, operation, maintenance and repair of sprinkler systems, as assigned; irrigates and cultivates around shrubs, trees, and hedges.
- f. Operates, mowers, tractors, edgers, weed eaters, skip loaders, blowers, rakes, shovels, chain saws, and other grounds maintenance tools and equipment.
- g. Loads and unloads truck with equipment and materials used; cleans and performs routine maintenance on grounds maintenance equipment and tools.
- h. Prepares grounds, fields, and related facilities for athletic events and other special activities; prepares, lines, marks, and drags athletic field and related areas; moves and sets-up athletic equipment.

- i. Assist other custodial and maintenance personnel as needed.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

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### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Methods, equipment, and materials used in grounds maintenance work.
- Proper use and maintenance of tools and power equipment used in grounds maintenance.
- Chemicals used in grounds care and maintenance.
- Appropriate health and safety practices and procedures.

#### Ability to:

- Perform a variety of grounds maintenance work.
- Use and operate grounds maintenance tools and equipment safely and effectively.
- Learn new methods in the performance of general grounds maintenance and grounds reconstruction work.
- Assist in installing and repairing sprinkler systems.
- Work cooperatively with others.
- Lift objects weighing up to 50 pounds.
- Establish and maintain cooperative and effective working relationships with others.
- Operate power street sweeper.

### **EDUCATION AND EXPERIENCE:**

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

### **PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license.

**WORKING CONDITIONS:**

Work includes indoor and outdoor environment; subject to adverse weather conditions lifting, pushing, bending, stooping, and fumes from chemicals; some positions involve driving from site-to-site to conduct work.

Adopted 9-1-93