

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE: Maintenance-Grounds Worker**

**Job Purpose Statement/s:** The position of Maintenance-Grounds Worker is to perform routine gardening and varied grounds maintenance work to maintain attractive grounds areas; protect against erosion; maintain grounds for assemblies and/or recreation activities; routine sprinkler system repairs; a variety of semi-skilled tasks in the building, construction, and/or mechanical trades to maintain facilities in safe operating condition under direction of the Director of School Facilities and/or other designated administrator/coordinator.

**Essential Job Functions:**

- Maintain, and repair buildings and equipment such as installation, plumbing, painting, carpentry, heating and air-conditioning, electrical, masonry, metal work, glazing, tile work, roofing, flooring, ventilating systems, welding and mechanics.
- Assist other craftspeople on alteration, construction and/or repair projects.
- Operate power hand tools and shop equipment in accordance with established safety standards.
- Perform scheduled and preventative maintenance and general repair on structures, physical facilities, and equipment.
- Operate small and medium size vehicles.
- Perform grounds maintenance at district and school sites.
- Prepare and treat ground for planting.
- Maintain planted areas.
- Operate grounds keeping equipment such as mowers, mechanical sweeper, electric shears, power sprayers, pole pruners, edgers, weed eaters, and rototillers with established safety standards.
- Install, maintain and make minor irrigation repairs including replacement of sprinkler heads.
- Maintain athletic fields.

**Other Job Functions:**

- Respond to inquiries to provide information and/or direction as required.
- Attend meetings for the purpose of conveying and/or gathering information as required.
- Attend appropriate workshops/conferences for the purpose of ongoing training.
- Perform other job related duties as may be assigned.

**Job Requirements - Qualifications:**

**Education and Experience Requirements:**

- High School diploma or equivalent.

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- One year of maintenance and/or grounds keeping experience preferred.

**Skills, Knowledge, Abilities and/or Physical Requirements:**

- Skills to communicate clearly and effectively; use English in both written and verbal form; interact positively with public and school community; use a variety of hand and power tools and equipment efficiently and safely; administer first aid and CPR.
- Knowledge of proper use of methods, materials, basic hand tools and equipment used in maintenance tasks and general utility work; gardening techniques, materials, tools and equipment including their care and use; basic common methods, materials and equipment used in carpentry, plumbing, electrical, painting and mechanical trades; and sprinkler systems and repair.
- Abilities to convey detailed spoken instructions accurately, loudly and/or quickly; prepare and maintain daily records; present a professional demeanor that establishes a desirable example for students; understand and carry out oral and written instruction; work independently and/or as part of a team; interact with persons of different age groups and cultural backgrounds; assist in glazing, carpentry, plumbing, electrical, painting and general mechanical repairs; use and operate a variety of tools and equipment safely; meet physical requirements necessary to safely and effectively perform required duties. Significant physical abilities include a rigorous work schedule including bending, crouching and kneeling, pushing/pulling, carrying, twisting/turning, climbing ladders, reaching/handling/fingering, talking/hearing conversations, near/far visual acuity, and heavy lifting.

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.
- First Aid and Cardiopulmonary Resuscitation Certificates required.

**Reports To:** Director of School Facilities and/or other designated administrator/coordinator

**Work Year:** 12 months

**Salary Placement:** Teamsters Salary Schedule Group 40

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the Teamsters Negotiated Agreement.

Board Approved: June 8, 2010