

## **LEAD GROUNDSKEEPER**

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### **Purpose Statement:**

The job of Lead Groundskeeper is done for the purpose/s of maintaining attractive grounds area/s; protecting against erosion; maintaining grounds for assemblies and/or recreational activities (e.g. track, football, graduation, etc.); maintaining playground equipment, fences, concrete/asphalt areas, etc. and ensuring assignments are completed in a safe, proper and timely manner.

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### **Essential Functions**

- Plans, organizes, and participates in grounds maintenance and landscaping activities.
- Trains and provides work guidance to groundskeepers. Leads personnel in performing a variety of grounds maintenance and landscaping duties.
- Attends meetings (e.g. inservice, training, safety meetings, seminars, etc.) for the purpose of receiving and/or conveying information.
- Cleans landscaped areas and related items (e.g. storm drains, rain gutters, etc.) for the purpose of preventing flooding and removing hazards.
- Designs/repairs/installs irrigation systems for the purpose of providing a functional and safe environment.
- Evaluates landscaped areas, equipment, sprinkler systems and grounds (e.g. fields, parking areas, etc.) for the purpose of identifying repairs and/or replacement needs, maintain schedules and preventing erosion.
- Maintains groundskeeping equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains landscaping including pesticide application (e.g. lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Oversees probation department crews and groundskeepers for the purpose of ensuring that department objectives are achieved.
- Plants various landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the areas attractive and protecting against erosion.
- Prepares documentation (e.g. daily records, etc.) for the purpose of providing written support and/or conveying information.
- Prepares grounds (e.g. ball fields, courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies and/or recreational activity.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Repairs irrigation components for the purpose of providing a functional and safe environment.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.

## **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Interacts with students for the purpose of providing information regarding plants, landscaping, etc.

## **Job Requirements: Minimum Qualifications** **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in groundskeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: landscaping; irrigation systems and blueprints; and handling hazardous materials

ABILITY is required to schedule a significant number of activities, meetings, and/or events; collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working as part of a team.

## **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; guiding other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

## **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under with some temperature extremes and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Community College and/or Vocational School with study in job related area.

## **Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam  
Pre-Employment Proficiency Test

## **Certificates & Licenses**

Valid State Driver's License & Evidence of insurability  
Forklift Operator's Certificate

## **Continuing Educ./Training**

None Specified

## **Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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## **FLSA Status**

Non Exempt

## **Approval Date**

8/10/16

## **Salary Grade**

Clsfd 24

