



El Tejon Unified School District

Sara Haflich
District Superintendent

CLASSIFIED JOB OPENING

POSITION: Groundskeeper
3 3/4 hours
5 days per week

LOCATION: El Tejon School

SALARY RANGE: # 9 \$17.05 - \$19.54 per hour

**PRE-EMPLOYMENT
PHYSICAL EXAMINATION:** Your appointment is not assured until
you have passed this physical.

SELECTION PROCESS: Qualifications and suitability for the
position will be assessed in an oral
interview.

APPLICATION PROCEDURE: Interested personnel should submit a letter of interest and
application or resume to:
El Tejon Unified School District Office
Attn: Sara Haflich

PLEASE DO NOT REMOVE POSTING!

You may also apply online at www.edjoin.org

P. O. Box 876 - Lebec, California 93243 - (661) 248-6247 - (661) 322-1348 - (661) 248-6714 Fax
e-mail: district@el-tejon.k12.ca.us

9/19/23

El Tejon Unified School District

GROUNDWORKER Job Description

JOB SUMMARY:

Under supervision of Principal and Assistant Director of Maintenance and Operations, to perform routine grounds maintenance and gardening work at school sites; to assist in a variety of construction projects; and to do other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Principles, procedures and methods used in caring for plants, shrubs, flowers, trees and lawns;
Materials and equipment used in cultivating, pruning and caring for plants, shrubs, flowers, trees and lawns;
Specialized maintenance procedures in such areas as weed control, blacktop and asphalt work and sprinkler system installation;
Purposes and functions of a variety of equipment and tools used in maintenance including heavy equipment. Safe work practices.

Ability to:

Operate a variety of power driven equipment with skill and independence;
Work independently in the absence of supervision;
Understand and follow oral and written instructions;
Communicate clearly and concisely, both orally and in written;
Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience:One year of grounds maintenance experience is desirable.

Training:Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:Possession of an appropriate, valid California driver's license.

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Prepare ground for planting; plant, replant, fertilize, water, trim and prune shrubs, trees, flowers and lawns; rake leaves from planter areas;
2. Mow and water lawns; weed lawn areas; edge sidewalk areas;
3. Power blow sidewalks, tennis and basketball courts and other walkway areas after mowing lawn;
4. Mix and apply herbicides, pesticides and sprays over planted areas in accordance with state law;
5. Operate chain saw, cut fallen trees and limbs;
6. Clean and maintain grounds; pick up trash on school campus; pick up broken glass and debris around campus;
7. Line athletic fields and track; reseed, fertilize and restore playing fields after sports events and activities;
8. Maintain all tools and equipment; clean, grease and adjust equipment as needed;
9. Repair minor sprinkler problems such as replacing sprinkler heads and repairing broken water lines;
10. Operate sweeper to clean parking lots and blacktop areas; repair blacktop areas as needed; refill holes and cavities;
11. Mix, apply and cut cement as needed;
12. Operate cherry picker as needed to install goal posts and prune trees;
13. Operate heavy machinery pertaining to special projects as required;
14. Inspect and repair playground apparatus;
15. Maintain confidentiality on school-related matters.

GROUNDWORKER JOB DESCRIPTION
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16. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

- 4 a. Ability to stand for extended periods of time.
- 4 b. Ability to see for the purpose of reading laws and codes, rules and policies and other printed
- 3 c. Ability to hear and understand speech at normal levels.
- 4 d. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 e. Ability to bend and twist, stoop, kneel, crawl, push, pull.
- 2 f. Ability to lift 50 lbs.
- 2 g. Ability to carry 50 lbs.
- 4 h. Ability to reach in all directions.
- 2 i. Ability to work at heights.
- 4 j. Ability to use all gardening tools such as shovels, picks hoes, weedwacker, blower.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

9

Board Approved: 3/12/15