

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**  
**CLASSIFIED POSITION**

JCN: 232  
RANGE: 127  
NON-EXEMPT

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**GROUNDS/MAINTENANCE WORKER**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform grounds maintenance and gardening work around school plants and facilities, care for lawns, trees and shrubs; plant and maintain flowerbeds; perform routine semiskilled building maintenance and other related work as required.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Apply corrective pesticides and herbicides as directed.
- Assist with field trips and other program needs.
- Irrigation system maintenance and repair.
- Move trees, shrubs and plants; plant, fertilize, water and prune trees and shrubs; prepare ground for planting; weed and spray planted areas.
- Mow, rake, edge, weed, plant, fertilize and water lawns.
- Operate heavy equipment including tractors and skid-steer loaders; tow trailers and equipment.
- Perform general grounds clean-up including picking up debris and emptying waste receptacles.
- Perform routine maintenance work including, but not limited to, moving furniture, assembling simple furniture or equipment, painting, sweeping, washing windows, and minor repairs on plumbing and electrical units.
- Service and make minor repairs to equipment and tools.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Ability to work on a flexible schedule as required.
- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Basic lifting techniques.
- Basic record-keeping techniques.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Electrical and routine plumbing repairs.
- Grounds maintenance procedures including mowing, edging, raking and weeding.
- Health and safety regulations.
- Herbicides and other chemicals used in grounds maintenance.
- Methods and materials used in controlling pests, insects and weeds.
- Methods, equipment and materials used in gardening and grounds keeping work.
- Operation and maintenance of hand and power tools and equipment used in grounds keeping.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

### **ABILITY TO:**

- Adjust prescribed schedule to meet emergency needs.
- Apply specialized chemicals to control and eradicate weeds and other pests.
- Maintain and service equipment.
- Maintain routine records.
- Maintain school grounds and equipment in a safe working order.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds and other landscaped areas.
- Observe health and safety regulations.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- Perform custodial duties of limited duration from time to time.
- Perform physical labor
- Perform semi-skilled electrical, plumbing and building maintenance.
- Travel between school sites.
- Understand and follow oral and written instructions.
- Work in close contact with various student population.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

### **EXPERIENCE:**

- One year experience performing general grounds maintenance work.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Indoor and outdoor work environment.
- Regular exposure to fumes, dust, odors, oil/grease, gases.
- Regular interruptions.
- Seasonal heat and cold or adverse weather conditions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Strength to perform heavy physical labor.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) with assistance.
- Walk at a pace to promptly and safely perform job duties.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Exposure to cleaning agents, and/or chemicals used in pest control and weed abatement.
- Working around and with machinery having moving parts.
- Working on ladders.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

APPROVED:

Effective: 07/01/2003

Revised: 03/03/2007; 11/14/2017; 09/01/2022