JOB DESCRIPTION

Coachella Valley Water District

Date: October 2011

TITLE: Groundskeeper

SECTION: Groundskeeping

DEPARTMENT: Trades & Support

REPORTING RELATIONSHIP:

Reports to: Groundskeeper Supervisor
Supervises the following positions: Not Applicable

DEFINITION: This is the first level in a three level Groundskeeper series. Under supervision, incumbents perform general clean up and maintenance of district facilities. Duties include the operation of small engine equipment such as blowers and mowers and chainsaws, and the use of manual and electric hand tools to plant, reseed, and trim vegetation. Incumbents repair valves and broken lines and sprinklers, conduct chemical spraying to eradicate weeds and fertilize. Duties may include estimating time, materials and laying pavers. Incumbents may operate a forklift and/or dump truck. Incumbent may be required to perform additional related duties as necessary.

ESSENTIAL FUNCTIONS:

1. Operates a variety of grounds maintenance equipment and machines, including lawn mowers, edgers, trimmers, blowers, chippers, saws, and other related hand and power tools; maintains tools, equipment, and vehicles in clean and proper working condition.

2. Performs general grounds clean up, including removing litter and debris and cleaning paths and walkways; utilizes pitchforks and shovels to load debris into dump trucks; transports landscape and/or other related debris to disposal facilities.

3. Maintains a variety of records related to equipment operation and maintenance, service requests, and/or other grounds maintenance activities.

4. Assists in maintaining, repairing, replacing, and/or installing various types of irrigation systems or hardware, which includes heads, valves, solenoids, pipes, controllers, backflows, quick couplers, and/or other related items; assists in modifying irrigation systems.

5. Plants, transplants, removes, stakes, fertilizes, and cultivates grass, trees, bushes, and flowers; aerates, grades, renovates, and seeds grass areas; prepares soil for planting.

6. Performs grounds maintenance activities, which includes: mowing; edging lawns; watering and weeding lawns and gardens; trimming and pruning shrubs, hedges, and trees; performs weed abatement activities, other related activities.

7. Places barricades and cones around work areas to maintain safe work areas and to inform the public of potential hazards.

8. Assists in designing paving stone layouts for sidewalks and/or other related sites.
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ESSENTIAL FUNCTIONS (Cont.):

9. Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. May be required to obtain pesticide spraying license or certification.

Experience: One year landscaping and maintenance experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:
- Grounds maintenance principles and practices;
- Applicable equipment, materials, and tools used in grounds maintenance activities;
- Basic irrigation system principles;
- Safe work practices.

Abilities:
- Maintain grounds;
- Maintain records;
- Operate and maintain applicable grounds maintenance equipment and tools;
- Read and interpret blueprints;
- Follow oral and written instructions;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Education: High School Diploma or G.E.D.

PHYSICAL REQUIREMENTS:

1. Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

2. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

3. Incumbents may be subjected to dusts, gases, chemicals, extreme temperatures, intense noises and travel.

See Human Resources for physical assessment form.