JOB DESCRIPTION

Coachella Valley Water District          Date: June 2006

TITLE:  Groundskeeper, Senior             SECTION:  Groundskeeping

DEPARTMENT:  Trades & Support

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

DEFINITION:  This is the second level in a three level Groundskeeper series. Incumbents perform skilled landscape and facilities duties including tree trimming, reading time clocks and sprinkler controllers, estimating project materials, laying sprinkler and irrigation pipelines, and installing electric irrigation valves. Duties may also include chemical spraying to eradicate weeds and fertilize and installing pavers and patios. Incumbents may operate heavy hydraulic equipment such as cranes and forklifts. Responsibilities include knowledge of District sites and facilities, word processing, and handling citizen complaints. Incumbents may oversee the completion of work and if assigned as Lead Groundskeeper may oversee temporary employees, provide onsite training and coaching, and act in the absence of the Supervisor.

ESSENTIAL FUNCTIONS:

1. May serve as a lead to Groundskeepers in the absence of the supervisor, which includes: scheduling work, assigning duties or tasks, coordinating work assignments, and performing other related duties.

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

3. 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.

4. Maintains, repairs, replaces, and/or installs various types of irrigation systems or hardware, which includes heads, valves, solenoids, pipes, controllers, backflows, quick couplers, and/or other related items; lays irrigation/sprinkler system pipelines.

5. Plants, transplants, trims, 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; operates related hand tools, medium equipment, and large equipment to perform tasks; and/or, performing 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.

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, Class A may be required. Department of Motor Vehicles driving record may influence employment or classification. May be required to obtain pesticide spraying license. Sprinkler Controller Certificate required.

Experience: Five years 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;
- Irrigation system principles;
- Characteristics and care of plants, trees, and grass common to the area;
- Plant disease and pest control methods;
- Recordkeeping techniques;
- Safe work practices.

Abilities:
- Prioritize and assign work;
- Maintain grounds;
- Maintaining, repairing, and installing irrigation systems;
- Maintain records;
- Operate and maintain applicable grounds maintenance equipment and tools;
- Identifying common plants and trees;
- 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.

4. Driving: Heavy

See Human Resources for physical assessment form.