

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Maintenance and Grounds Assistant Supervisor	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9713	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	04-09-74
		HR REVISION:	05-82; 04-27-87; 09-09-11
		CABINET REVISION:	06-06-17

BASIC FUNCTION:

Perform skilled grounds maintenance/gardening work, repair work, and operate heavy equipment, and gang mowers; operate riding and various push mowers, and other motorized equipment; operate edgers, blowers, chain saws, power pruners, and other power equipment to perform grounds/landscaped area maintenance and gardening/ground work around district schools, facilities, and buildings; perform general laboring tasks related to grounds, garden maintenance and facilities maintenance; assist in the repair and preventive maintenance of gang mowers and other equipment; cut, trim, and remove trees; and train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Operate a boom truck, dump truck, trenching equipment, backhoe, loaders, bobcat, grader, forklifts, tractors, stump grinders, power washers, scissor lifts, and other related equipment; connect hydraulic attachments to bobcat. **E**

Train and provide work direction to assigned staff; assure work completed and in progress comply with applicable laws, rules, and regulations; coordinate work with other shops; monitor contract work. **E**

Complete daily worksheets for assigned staff; maintain monthly work orders; track in-progress and completed jobs; and respond to after-hours emergency situations as directed. **E**

Assist in planning, scheduling, and leading the day-to-day operations of assigned staff; maintain records (vacation, sick leave, invoices, etc.). **E**

Estimate projects in terms of labor and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase materials according to established guidelines; budget management; maintain material inventories; provide monthly and annual labor and material cost report. **E**

Assist in establishing preventive maintenance schedules; recommend priorities of repair projects. **E**

Respond to emergencies, such as flooding, storm damage, sinkholes, fire damage, and tree hazards, including after-hours emergencies as directed. **E**

Operate a variety of grounds maintenance equipment, including a chipper machine, tree pruning equipment, chainsaw, and other related equipment; set up roadblocks and reroute traffic when working on trees and asphalt. **E**

Pave grounds and walkways with blacktop or asphalt; shovel hot blacktop or asphalt from the rear of a dump truck; utilize various asphalt tools, equipment, supplies, and possible use of a roller machine to flatten the material. **E**

Operate and maintain riding and push mowers and other landscaping machinery, tools, and equipment; make minor repairs as necessary. **E**

Operate a hand pump sprayer to apply herbicides and control weeds; assure the safe application of herbicides according to established procedures; and wear protective equipment/clothing when applying herbicide according to law. **E**

Perform general tasks related to grounds and garden maintenance, such as trimming fence lines, dragging large piles of debris from school sites; stabilize, raze, and lift trees and plants. **E**

Participate in training for equipment maintenance; provide general preventive maintenance of gardening equipment. **E**

Work an alternative work week schedule. **E**

Must be available for mandatory overtime during critical time. **E**

Drive and load trucks; deliver furniture, supplies, or building materials; haul loads of dirt, sand, concrete, leaves, branches, bark, lumber, trash, and disposable items; calculate the required amount of materials to be used for asphalt, top soil, sod, and related bark grading jobs; haul, load, and unload heavy equipment. **E**

Remove and dispose of worn carpet, tile, and linoleum. **E**

Help install, repair, and replace underground facilities, i.e., electrical lines, sprinkler systems, and water and gas lines; keep drainage systems clear and in working order; dig and cover trenches. **E**

Calibrate materials for spraying and applications of fertilizer; utilize various chemical, herbicide, or pesticide applications; wear protective equipment when spraying; maintain daily spray sheets and logs to include materials used and appropriate notification to school sites according to law. **E**

Act as a helper to journeyman trades; assist other trades in heavy manual labor for extended periods of time; may perform gardening work. **E**

Operate and maintain a variety of specialized hand and power tools and equipment; drive a district vehicle to conduct work; lift and carry heavy objects, and perform heavy physical labor. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school or equivalent, and five years of building, gardening and grounds maintenance experience, heavy equipment operation, or labor experience. Prefer experience or training related to horticultural work. Preference will be given to those who have at least two (2) years of experience within SCUSD.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class A driver's license; employee entrance evaluation (lifting test). Attend classes on pesticide, herbicide usage, and asbestos awareness training within six months of employment.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Landscaping gardening work including familiarity with common varieties of plants and their proper care.
- Basic grounds maintenance procedures including mowing, spraying, edging, raking, and weeding.
- Operation, use, and maintenance of heavy equipment, gang mowers, and other motorized equipment.
- Principles of training and providing work direction.
- Methods, supplies, and tools used in general grounds maintenance work.
- Pest and weed control chemicals, materials, and techniques.
- Operation and maintenance of hand and power tools and equipment used in grounds keeping.
- Laws, rules, and regulations related to the application of herbicides and pesticides.
- Hydraulic equipment and mechanical operation.
- Basic recordkeeping techniques.
- Safe working methods and procedures.
- Technical aspects of field of specialty.
- Health and safety regulations.

ABILITY TO:

- Perform skilled gardening work.
- Perform the basic function of the position.
- Train and provide work direction to others.
- Accurately estimate labor and material costs.
- Mow, edge, water, weed, fertilize, rake, and cultivate lawns, flowerbeds, athletic fields, and other landscaped areas.
- Maintain records, and prepare complete and concise reports.
- Understand and follow oral and written instructions.
- Establish cooperative working relationships with others.
- Work independently with minimal supervision.
- Operate a vehicle, observing legal and defensive driving practices.
- Lift and carry heavy objects and perform heavy physical labor according to safety regulations.
- Work efficiently to meet schedules and timelines.
- Operate gang mowers, heavy equipment, and other motorized equipment in the maintenance of district-landscaped areas.
- Operate hand and power tools and equipment used in grounds keeping.
- Operate a hand pump sprayer to apply herbicides and control weeds.
- Wear appropriate protective suite and respirator as required.
- Calibrate materials for spraying and applying fertilizer.
- Perform minor maintenance of small engine equipment.

- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Outdoor work environment; indoor mower shop environment; regular exposure to fumes, dust, and odors; exposure to adverse weather conditions; drive a vehicle to conduct work; noise from equipment operation.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; dexterity of hands and fingers to operate heavy grounds equipment and tools; sit or stand for extended periods of time; reach overhead, above the shoulders, and horizontally; walk over rough or uneven surfaces; bend at the waist; lift, twist, stoop, climb, and crawl; carry, push, or pull heavy equipment; hand-dig ditches, and use jackhammers for extended periods of time; heavy physical labor.

SAMPLE HAZARDS:

Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; large tree and power line hazards; repetitive hand motion; traffic congestion when rerouting traffic; flying debris; high pressure hoses; may be exposed to fecal matter, snakes, insect bites/swarms, and ant bites.

(Former Classifications: Laborer Assistant Supervisor and Laborer-Gardener Assistant Supervisor)

APPROVALS:

Union(s) Signature	Date
Cancy McArn, Chief Human Resources Officer	Date
José L. Banda, Superintendent	Date