



ALVORD UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

LEAD GROUNDSKEEPER (Classified Salary Range – 31)

DEFINITION:

Under direction of an assigned supervisor, perform a variety of semi-skilled maintenance and gardening work. ~~Under general supervision, to lead a crew and fully participate in the District Grounds maintenance and gardening work; and do related work as required.~~

DISTINGUISHING CHARACTERISTICS:

Employees in this class are “working leads”, performing all of the tasks required of the members of their crew. ~~Actual duties performed depend on the type of crew being lead.~~

ESSENTIAL FUNCTIONS DUTIES AND RESPONSIBILITIES:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

- Mows lawns and fields, edges around walks, flower beds, walls, and related grounds areas.
- Maintains natural and artificial athletic fields
- Prepares lines, marks and drags athletic fields, tracts, or related areas.
- Makes work assignments and checks work upon completion.
- Informs supervisor of problems.
- Assists certificated staff and head custodian in specific tasks as required.
- ~~Mows lawns and fields, edges around walks, flower beds, walls, and related grounds areas.~~
- Trims and prunes shrubs, hedges, and trees.
- Prepares and ~~fertilizes soil with insecticides and herbicides~~ sprays herbicides on grounds.
- Hoes, weeds, and rakes lawns.
- Waters various grounds areas by hand or by operating the sprinkler system.
- Operates skip loaders, tractors, trucks, sweepers, power lawn movers, power edgers, and a variety of attachments and hand grounds equipment or tools.
- Services and makes minor repairs to equipment or tools and athletic field infrastructure.
- Maintains and makes minor repairs to sprinkler systems.
- ~~Prepares lines, marks and drags athletic fields, tracts, or related areas.~~
- Hauls sand, dirt sawdust, and straw and distributes where needed.
- ~~Distribute various grounds material where needed, including filling of holes.~~
- Loads trucks with trimmings and trash and hauls to the dump.
- Performs heavy manual tasks, general grounds maintenance, and related work as required.
- ~~Provides on the job training to groundskeepers.~~
- May work with vendors on work related to, or impacting, the grounds department.
- Performs other related duties as assigned to support the overall objective of the position.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Basic methods, materials, tools and equipment, used in grounds maintenance and gardening work; the operation and uses of power grounds equipment may be required.

~~Ability to: Lead the work of others; perform heavy manual labor; establish and maintain cooperative relationships with contacted in the course of work; operate power grounds equipment may be required.~~

Experience and Education:

Substantial experience in grounds maintenance work, Basic methods, supplies, tools and equipment used in cultivating and caring for natural and artificial landscaped areas. , preferably including some school district experience.

Education:

High School Diploma, or GED, equivalent.

Licenses Required:

Valid California driver's license may be required.

WORKING CONDITIONS

- Noise
- Indoor and outdoor environment
- Subject to driving a vehicle to conduct work
- Exposure to adverse weather conditions

PHYSICAL ABILITIES:

- Strength: Medium work – lifting, carrying, pushing and/or pulling up to approximately 60 pounds with frequent lifting and/or carrying of objects up to 25 pounds.
- Climbing/working on scaffolding and ladders.
- Dexterity of hands and fingers to operate specialized hand and power tools.
- Reaching overhead, above the shoulders and horizontally.
- Standing and walking for extended periods of time.
- Bending, twisting at the waist.
- Squatting, kneeling, crawling, lie on back.
- Grip and grasp power tools.
- Working at heights.
- Hearing and speaking to exchange information.
- Seeing to observe and perform repairs and read manuals.
- Ability to respond to emergency.

HAZARDS:

- Working on ladder or scaffolding at heights
- Working around and with machinery having high speed moving parts.
- Ability to respond to emergencies

**ALVORD UNIFIED SCHOOL DISTRICT and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
CHAPTER 339**

MEMORANDUM OF UNDERSTANDING

‘2019/2020 School Year Reclassifications’

September 29, 2020

This Memorandum of Understanding (“MOU”) is entered into by and between the Alvord Unified School District (“District”) and the California School Employees Association and its Chapter 339 (“CSEA”) (collectively “Parties”).

RECITALS:

In accordance with Article XII – Reclassification of the Collective Bargaining Agreement (CBA) between the Parties, the Reclassification Committee met to consider the reclassification requests for the 2019/2020 school year. A total of three (3) reclassification requests were timely submitted. Due to the COVID-19 Pandemic and subsequent District closure the Parties mutually agreed to extend the reclassification committee timelines for the Committee to properly and adequately address the reclassification requests.

IN ACCORDANCE WITH ARTICLE XII OF THE CBA, THE PARTIES HEREBY AGREE TO THE FOLLOWING RECLASSIFICATION REQUEST RESOLUTIONS:

1. The following reclassification requests and Reclassification committee Decisions are agreed to:

| Employee | Current Classification | New Classification | Effective Date | Reclassification Committee Decision |
|------------------|--------------------------------------|----------------------------------|--|--|
| Elizabeth Hlebo | Groundskeeper | Lead Groundskeeper | September 27, 2019 | Approved |
| James Creacy Jr. | Maintenance Specialist – Pool Keeper | Maintenance Specialist – Plumber | October 1, 2019 | Approved |
| Dustin Teel | Maintenance Specialist - Irrigation | Maintenance Specialist – Plumber | *Date of School Board Approval of revised Maintenance Specialist - Plumber job description | Approved |
| David Eady | Maintenance Specialist - Irrigation | Maintenance Specialist – Plumber | January 29, 2019 | Approved |

THE PARTIES FURTHER AGREE TO THE FOLLOWING:

2. **Maintenance Specialist – Plumber:** Per Article XII – Reclassification, Section 4(a) the Parties agree to modify the content of the Maintenance Specialist – Plumber job description attached herein as attachment A.

- a. The District agrees that those current unit members whom previously held the positions of *Maintenance Specialist – Pool Keeper* and *Maintenance Specialist – Irrigation* are specialists in their field and shall continue performing their current assignments in the *Maintenance Specialist – Plumber* classification until such a time as other *Maintenance Specialist – Plumbers* are able, qualified, and willing to perform those assignments.
 - b. The District agrees that current *Maintenance Specialist – Plumbers* shall be offered, but not require, the training, required to perform the newly added duties of the classification.
 - c. As of October 1, 2020, all new *Maintenance Specialist – Plumbers* will be required to meet the new qualifications of the position.
 - d. **Reclassified unit members in the *Maintenance Specialist – Plumber* classification shall be credited with their seniority earned in their previous position upon the effective date of their reclassification (see Para 1 herein).**
3. **Lead Groundskeeper: Per Article XII – Reclassification, Section 4(a) the Parties agree to modify the content of the Lead Groundskeeper job description attached herein as attachment B**
- a. **Reclassified unit member Elizabeth Hlebo shall have their seniority in the *Lead Groundskeeper* classification credited back to September 27, 2019.**

It is agreed and understood that this agreement is subject to all approvals required under CSEA policy 610.

Dated this 29th day of September 2020.

CSEA:


 Sosonja Howard-Mayo, Chapter President

 Joshua Fleming, Labor Relations Representative


 Brian Gernertt, Computer Tech II

DISTRICT:


 Bob Presby, Ed.D.,
 Asst. Superintendent, Human Resources


 LaShonda Owens, Director II, Human Resources


 Brett Heinbuch, Asst. Director, Fiscal Services