

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Grounds Maintenance Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE	046 OSS
REVISED:	March 26, 2003		

BASIC FUNCTION:

Perform estimation and inspection work for grounds maintenance projects and coordinates work with that of other shops, school site personnel, and contractors; make job assignments, direct work in progress, and inspect completed projects.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

E = Essential Functions

Provide day-to-day field direction, coordination, and inspection of work in progress for asphalt paving, concrete, gunite, fencing, and other grounds maintenance projects. **E**

Contact purchasing staff or vendors to obtain required materials and arrange for transport of materials and equipment to work sites. **E**

Prepare prints or sketches for estimates. **E**

Contact site administrators, contractors, subcontractors, and other maintenance shop staff to coordinate scheduling of work. **E**

Assist in establishing priorities and estimate costs of labor and materials required for proposed work. **E**

Maintain records and prepare reports. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to five years of recent, full-time, paid, general construction experience including fencing, concrete and asphalt construction, earth-moving, and hauling of materials, equipment, and supplies, and one year of supervisory or crew leader experience in a variety of the primary construction activities listed above.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Equipment, tools, materials, and methods used in general construction and grounds maintenance work.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Plan and estimate material and labor requirements.

Direct the work of others.

Prepare sketches and read blueprints.

Compute volumes, square footage, etc.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor setting.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

Job Code 8290

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