



## **Job Description Groundskeeper**

**Job Type/Classification:** Groundskeeper, AFSCME

**Compensation:** Groundskeeper column of Grounds Salary Schedule

**Reports to:** Site Manager or designee

### **Position Summary:**

Under general supervision, the Groundskeeper performs general gardening and landscaping work, cleans, operates, and maintains facilities in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff, and community. The Groundskeeper applies best practices to complete assigned duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

### **Essential Duties and Responsibilities:**

- Cleans, operates, and maintains grounds in an efficient and safe manner
- Performs inspections and grounds maintenance programs under general guidance
- Supports furniture and equipment management, including setup and takedown for various events
- Maintains inventory and equipment in an organized, clean, safe, and efficient manner, including performing filter replacements and oil changes
- Safely operates and maintains a variety of equipment, apparatuses, and materials, including but not limited to cleaning and landscape equipment
- Performs both daily and long-term care tasks to keep outdoor spaces safe, healthy, and vibrant
- Maintains the irrigation sprinkler unit
- Collaborates with Lead and Head Groundskeepers
- May assist with training and supporting others
- Maintains accurate records and completes appropriate reporting using San José Unified applications and technology
- Supports safe and healthy swimming pool operation; may record pool readings
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- Follows appropriate policies and procedures to ensure a clean, organized, and safe environment
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs duties as assigned

### **Additional Essential Duties and Responsibilities for California Pool Operators:**

- May be responsible for safe and healthy swimming pool operation, including maintaining proper chemical balance and filter systems, completing cleaning programs, and performing minor repairs
- Maintains California Pool Operator certificate
- Maintains CPR / First Aid Certification

### **Qualifications:**

#### **Education and Experience:**

- Completion of 12<sup>th</sup> grade or equivalent, or any combination of education, experience, and training which meets or exceeds the standards of knowledge, skills, and abilities listed below.
- Prior relevant experience preferred
- Passage of San José Unified test

#### Licenses and/or Certifications:

- California driver's license may be required
- California Pool Operator certificate may be required

#### Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and work independently
- Safe and effective use and maintenance of San José Unified equipment; the ability to drive San José Unified vehicles may be required
- Knowledge of best practices in facility cleaning and maintenance
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train others, as needed
- Ability to learn, interpret and apply policies and procedures appropriately, including those established by Local, State or Federal entities
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

#### **Terms of Employment:**

- As outlined in the Collective Bargaining Agreement

#### **Physical Demands and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practicable. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

San Jose Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, ethnicity, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, parental status, gender, gender identity, gender expression, sex, or sexual orientation in its employment practices.

#### **Board Approved:**



## **Job Description Lead Groundskeeper**

**Job Type/Classification:** Lead Groundskeeper, AFSCME

**Compensation:** Lead Groundskeeper column of Grounds Salary Schedule

**Reports to:** Site Manager or designee

### **Position Summary:**

With limited supervision, the Lead Groundskeeper manages grounds operations, including cleaning and maintenance, in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff, and community. The Lead Groundskeeper applies best practices to complete duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

### **Essential Duties and Responsibilities:**

- Manages grounds operations, including cleaning and maintenance, in an efficient and safe manner
- Performs inspections and collaborates with administrators to create and implement grounds maintenance programs
- Supports furniture and equipment management, including setup and takedown for various events
- Maintains inventory and equipment in an organized, clean, safe, and efficient manner, including performing filter replacements and oil changes
- Safely handles equipment, debris, and goods, regularly lifting and carrying heavy items
- Safely operates and maintains a variety of equipment, apparatuses, and materials, including but not limited to cleaning and landscape equipment
- Performs both daily and long-term care tasks to keep outdoor spaces safe, healthy, and vibrant
- Maintains the irrigation sprinkler unit
- Performs grading, compacting, layout, and installation of landscape and associated hardscape materials
- Operates a variety of heavy and complex equipment, including but not limited to mowers, trenchers, graders, backhoes, and tractors with various apparatuses
- Coordinates and guides the work of others, as well as provide training as needed
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology
- Supports safe and healthy swimming pool operation; may record pool readings
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- Follows appropriate policies and procedures to ensure a clean, organized, and safe environment
- Assists in accomplishing campus, department and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs duties as assigned

### **Additional Essential Duties and Responsibilities for California Pool Operators:**

- May be responsible for safe and healthy swimming pool operation, including maintaining proper chemical balance and filter systems, completing cleaning programs, and performing minor repairs
- Maintains California Pool Operator certificate
- Maintains CPR / First Aid Certification

### **Qualifications:**

#### **Education and Experience:**

- Completion of 12<sup>th</sup> grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test

#### Licenses and/or Certifications:

- California driver's license
- California Class A driver's license
- Forklift certificate

#### Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and guide the work of self and others
- Safe and effective use and maintenance of related equipment, including the ability to drive San José Unified vehicles
- Knowledge of best practices in facility cleaning and maintenance
- Knowledge of, and skilled in, a variety of landscape and hardscape methods
- Ability to read, understand, and convey blueprints and specifications
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train others, as needed
- Ability to learn, interpret, and apply policies and procedures appropriately, including those established by Local, State or Federal entities
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

#### **Terms of Employment:**

- As outlined in the Collective Bargaining Agreement

#### **Physical Demands and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practicable. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

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#### **Board Approved:**



## **Job Description Head Groundskeeper**

**Job Type/Classification:** Head Groundskeeper, AFSCME

**Compensation:** Head Grounds column of Grounds Salary Schedule

**Reports to:** Department Manager or designee

### **Position Summary:**

The Head Groundskeeper identifies and addresses San José Unified's facility needs by providing training, mentorship, and support, as well as by performing grounds duties at various sites. The Head Groundskeeper ensures the operations, cleaning, and maintenance of San José Unified grounds are completed in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff, and community. The Head Groundskeeper applies best practices to complete duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

### **Essential Duties and Responsibilities:**

- Collaborates with supervisor and others to identify and address San José Unified's needs
- Trains, coaches, and mentors grounds staff in performing duties
- Performs Lead Groundskeeper or Groundskeeper duties, at any site based on San José Unified's needs, according to best practices and San José Unified standards
- Coordinates work of self and others to accomplish department or San José Unified goals, completing both day-to-day duties as well as longer-term projects
- Provides input to supervisors to support the employee evaluation process
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- Assists in accomplishing campus, department and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

### **Qualifications:**

#### Education and Experience:

- Completion of 12<sup>th</sup> grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test

#### Licenses and/or Certifications:

- California driver's license
- California Class A driver's license
- Forklift certificate

#### Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and guide the work of self and others
- Safe and effective use and maintenance of San José Unified equipment, including the ability to drive San José Unified vehicles

- Knowledge of best practices in facility cleaning and maintenance
- Knowledge of, and skilled in, a variety of landscape and hardscape methods
- Ability to read, understand, and convey blueprints and specifications
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train, coach, and mentor others
- Ability to learn, interpret, and apply policies and procedures appropriately
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

**Terms of Employment:**

- As outlined in the Collective Bargaining Agreement

**Physical Demands and Working Conditions:**

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The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

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**Board Approved:**



## **Job Description Pool Technician**

**Job Type/Classification:** Pool Technician, AFSCME

**Compensation:** Pool Technician column of Grounds Salary Schedule

**Reports to:** Site Manager or designee

### **Position Summary:**

The Pool Technician manages the operation, cleaning, and maintenance of San José Unified's aquatic facilities and equipment in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff, and community. The Pool Technician applies best practices to complete duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

### **Essential Duties and Responsibilities:**

- Manages the operation, cleaning, and maintenance of San José Unified's aquatic facilities and equipment in an efficient and safe manner
- Performs inspections of facilities and equipment and collaborates with administrators to create and implement maintenance programs
- Responsible for healthy and safe aquatic conditions, including but not limited to water chemistry
- Performs a variety of semi-skilled tasks requiring basic aquatic facility and equipment maintenance skills
- Repairs pool and related aquatic facilities and equipment, including but not limited to mechanical, electrical and control systems, pool surfaces, and all appurtenant components
- Safely handles equipment, debris, and goods, regularly lifting and carrying heavy items
- Safely cleans, operates, and maintains a variety equipment, apparatuses, and materials
- Performs both daily and long-term care tasks to keep aquatic facilities safe, healthy, and vibrant
- Coordinates and guides the work of others, as well as provides training as needed
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- Follows appropriate policies and procedures to ensure a clean, organized, and safe environment
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

### **Qualifications:**

#### Education and Experience:

- Completion of 12<sup>th</sup> grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test, including swim requirements

#### Licenses and/or Certifications:

- California driver's license required
- California Pool Operator certificate required
- First Aid / CPR certification required

### Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and guide the work of self and others
- Safe and effective use and maintenance equipment, including the ability to drive San José Unified vehicles
- Knowledge of methods, materials, tools, and equipment appropriate to the areas of responsibility
- Knowledge of, and skilled in, a variety of pool-related operations and maintenance work
- Ability to read, understand, and convey drawings and specifications
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to lift heavy items, stand for extended periods of time, perform physical labor, and complete work in/under water
- Ability to learn, interpret, and apply policies and procedures appropriately, including those established by Local, State, or Federal entities
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

### **Terms of Employment:**

- As outlined in the Collective Bargaining Agreement

### **Physical Demands and Working Conditions:**

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### **Board Approved:**