

Sacramento County Office of Education Job Description

Classification Title: Landscape and Grounds Maintenance Worker

DEFINITION

Under general supervision, performs a variety of work in the general maintenance of Sacramento County Office of Education (SCOE) landscape and grounds; maintains and performs minor repairs to grounds maintenance equipment; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Maintains SCOE landscape and grounds in clean, safe, and orderly manner; mows, edges, aerates lawns and border areas; removes weeds and debris from walkways, culverts, stairways, roadways, planters, and parking areas by hand or via herbicide application; prunes shrubs and trees up to maximum height of fifteen feet; uses blower or broom to sweep sidewalks; maintains in-ground drains and culverts; loads, transports, and unloads equipment or materials from department vehicles; hauls and disposes of landscape cuttings and debris; cultivates and renovates designated planting areas; maintains aesthetics of landscapes and grounds; replaces bark and mulch in planters and landscaping as-needed; installs or replaces turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs; plans, installs, and maintains landscape irrigation systems including repairing or replacing sprinkler heads, valves, lines, and adjusting irrigation timers; assists with repairs or installations of: fencing, paving materials for pathways, concrete and rock retaining walls, wood, concrete and/or rock borders and various posts, slabs, drains, and culverts; operates and maintains grounds maintenance equipment such as lawn mower, edger, sweeper, string trimmer, rototiller, chainsaw, power hedge trimmer, excavators, front loaders, sprayers, blowers, and basic gardening hand tools; loads equipment on trailer and delivers to work sites; keeps hoses, supplies, tools, and equipment in proper condition and repairs as-needed; maintains records and logs for: equipment oil change, service and repair, landscape and grounds-related service requests, seed usage, irrigation repair, and supply list; mixes and applies approved herbicides for weed mitigation; mixes and applies fertilizers; performs minor pest management; maintains stock of fertilizer and plant food supplies; maintains current Safety Data Sheets (SDS) for potentially hazardous materials; maintains logs and files pesticide use reports; assists in other minor maintenance tasks as required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience necessary to perform the duties and responsibilities as described; specialized knowledge and work experience in landscaping and horticultural techniques.

Knowledge of

Turf management and maintenance practices and techniques including water conservation; horticulture and methods of planting, cultivation, pruning, and caring for plants, trees, and lawns; sprinkler and irrigation system design, installation, operation, and maintenance; operation and maintenance of landscape and grounds maintenance equipment and tools; proper and safe application of fertilizers, herbicides, and chemical controls; recordkeeping techniques; legislation on using pesticides in schools; safe lifting techniques; proper usage of personal protective equipment (PPE); safe handling, storage, and disposal of hazardous materials; basic math.

Skill and Ability to

Install and repair sprinkler systems; operate hand and power tools, and other associated grounds maintenance equipment; order and maintain sprinkler parts stock; maintain grounds maintenance equipment; safely operate a vehicle; perform tree maintenance; perform general gardening and grounds work; read and understand labels, service requests, and similar documents; follow oral and written directions; communicate effectively in both oral and written form with individuals from diverse backgrounds; maintain work logs and service requests; establish and maintain cooperative and effective relationships with those contacted in the course of work assignments; use a computer to read and respond to emails; perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry boxes, tools, equipment, and materials.

Other Characteristics

Possession of a valid California driver's license; willingness to work outside (if necessary) in inclement weather.

Revisions approved by Personnel Commission 12/10/24

Revisions approved by Personnel Commission 9/14/21

Revisions approved by Personnel Commission 12/13/18

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