



GROUNDWORKER JOB DESCRIPTION

POSITION GOAL

Under the direction of the principal and superintendent, the grounds worker shall perform a variety of grounds maintenance and gardening duties in an effort to promote the safety and beautification of assigned grounds and landscaped areas; including the grounds upkeep of playground equipment, fences, and concrete/asphalt areas.

PERFORMANCE RESPONSIBILITIES

Duties of this position include but are not limited to:

- Mow, edge, trim, and water lawns, fields and other turf grounds;
- prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.
- Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs;
- hoe and pull weeds and rake leaves; edge walkways;
- sweep litter from walks and driveways.
- Provide guidance to substitute personnel as needed.
- Attend meetings (e.g. inservice, training, safety meetings, seminars, etc.) for the purpose of receiving and/or conveying information.
- Clean landscaped areas and related items (e.g. storm drains, etc.), and provide assistance as needed for the purpose of preventing flooding and removing hazards.
- Repair and monitor irrigation systems for the purpose of providing a functional and safe environment.
- Evaluate landscaped areas, equipment, sprinkler systems and grounds (e.g. fields, parking areas, etc.) for the purposes of identifying repairs and/or replacement needs; maintaining schedules; and preventing erosion.
- Maintain landscaping (e.g. lawns, shrubbery, planted areas, fences, playgrounds, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Request and receive materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Respond to emergency situations for the purpose of resolving immediate safety concerns.
- Transport various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.
- Request support and assistance as needed.

- Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas, parking lots, playgrounds, athletic fields and other assigned areas.
- Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, power pressure sprayers and other equipment used in grounds maintenance work; utilize standard gardening hand tools.
- Assist in maintaining grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil.
- Provide assistance and support for other maintenance assignments as needed and assigned by supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- OTHER DUTIES: Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge:

- Basic grounds maintenance procedures including mowing, edging, raking and weeding. Methods, equipment and materials used in gardening and groundskeeping work. Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs. Operation and maintenance of hand and power tools and equipment used in groundskeeping. Irrigation systems installation, repair, and maintenance up to a maximum of 3" pipes. Basic record-keeping techniques. Health and safety regulations.

Ability:

- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Work cooperatively with others.

LICENSE(S), CERTIFICATION(S), AND OTHER REQUIREMENTS

- Valid California Driver's License

PHYSICAL REQUIREMENTS

- Dexterity of hands and fingers to operate grounds maintenance equipment.
- Walking or standing for extended periods of time.
- Seeing to perform gardening and grounds work.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Sitting to operate tractors, mowers and other machines.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.

HAZARDS: Working around and with machinery having moving parts. Exposure to chemicals and fumes.

Work Year: 12 months at 0.5 FTE

Salary Schedule: Hourly Classified Salary Schedule Plan 009 / Grade 55/6

Supervisor: Principal and Superintendent

Board Approved:

VALLECITOS SCHOOL DISTRICT
CLASSIFIED
Accounting & Administrative Technician
Plan 036 / Grade 001
Effective 7/1/2021

STEP	Annual	Monthly	Hourly
1	36,609.09	3,050.76	17.60
2	37,707.36	3,142.28	18.13
3	38,838.58	3,236.55	18.67
4	40,003.74	3,333.65	19.23
5	41,203.85	3,433.65	19.81
6	42,439.97	3,536.66	20.40
7	43,713.17	3,642.76	21.02
8	45,024.56	3,752.05	21.65
9	46,375.30	3,864.61	22.30
10	47,766.56	3,980.55	22.96
11	49,199.56	4,099.96	23.65
12	50,675.54	4,222.96	24.36
13	52,195.81	4,349.65	25.09
14	53,761.68	4,480.14	25.85
15	55,374.53	4,614.54	26.62
16	57,035.77	4,752.98	27.42
17	58,746.84	4,895.57	28.24
18	60,509.25	5,042.44	29.09
19	62,324.53	5,193.71	29.96
20	64,194.26	5,349.52	30.86
21	66,120.09	5,510.01	31.79
22	68,103.69	5,675.31	32.74

VALLECITOS SCHOOL DISTRICT
CLASSIFIED
Custodian
Plan 002 / Grade 002
Effective 7/1/2021

STEP	Annual	Monthly	Hourly
1	32,240.00	2,686.67	15.50
2	32,240.00	2,686.67	15.50
3	32,240.00	2,686.67	15.50
4	32,240.00	2,686.67	15.50
5	32,240.00	2,686.67	15.50
6	34,136.78	2,844.73	16.41
7	35,160.88	2,930.07	16.90
8	36,215.71	3,017.98	17.41
9	37,302.18	3,108.51	17.93
10	38,421.24	3,201.77	18.47
11	39,573.88	3,297.82	19.03
12	40,761.10	3,396.76	19.60
13	41,983.93	3,498.66	20.18
14	43,243.45	3,603.62	20.79
15	44,540.75	3,711.73	21.41
16	45,876.97	3,823.08	22.06
17	47,253.28	3,937.77	22.72
18	48,670.88	4,055.91	23.40
19	50,131.01	4,177.58	24.10
20	51,634.94	4,302.91	24.82
21	53,183.99	4,432.00	25.57
22	54,779.51	4,564.96	26.34

VALLECITOS SCHOOL DISTRICT
CLASSIFIED
Reception / Admin Clerk
Plan 041 / Grade 001
Effective 7/1/2021

STEP	Annual	Monthly	Hourly
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21	48,637.89	4,053.16	23.38
22			

VALLECITOS SCHOOL DISTRICT
CLASSIFIED
Accounting & Administrative Technician
Plan 036 / Grade 001
Effective 7/1/2022

STEP	Annual	Monthly	Hourly
1	38,439.55	3,203.30	18.48
2	39,592.73	3,299.39	19.03
3	40,780.51	3,398.38	19.61
4	42,003.93	3,500.33	20.19
5	43,264.05	3,605.34	20.80
6	44,561.97	3,713.50	21.42
7	45,898.83	3,824.90	22.07
8	47,275.79	3,939.65	22.73
9	48,694.07	4,057.84	23.41
10	50,154.89	4,179.57	24.11
11	51,659.53	4,304.96	24.84
12	53,209.32	4,434.11	25.58
13	54,805.60	4,567.13	26.35
14	56,449.77	4,704.15	27.14
15	58,143.26	4,845.27	27.95
16	59,887.56	4,990.63	28.79
17	61,684.19	5,140.35	29.66
18	63,534.71	5,294.56	30.55
19	65,440.75	5,453.40	31.46
20	67,403.98	5,617.00	32.41
21	69,426.09	5,785.51	33.38
22	71,508.88	5,959.07	34.38

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VALLECITOS SCHOOL DISTRICT
CLASSIFIED
Custodian
Plan 002 / Grade 002
Effective 7/1/2022

STEP	Annual	Monthly	Hourly
1	33,852.00	2,821.00	16.28
2	34,860.80	2,905.07	16.76
3	35,921.60	2,993.47	17.27
4	36,982.40	3,081.87	17.78
5	38,105.60	3,175.47	18.32
6	39,249.60	3,270.80	18.87
7	40,414.40	3,367.87	19.43
8	41,641.60	3,470.13	20.02
9	42,889.60	3,574.13	20.62
10	44,179.20	3,681.60	21.24
11	45,489.60	3,790.80	21.87
12	46,862.40	3,905.20	22.53
13	48,256.00	4,021.33	23.20
14	49,712.00	4,142.67	23.90
15	51,209.60	4,267.47	24.62
16	52,748.80	4,395.73	25.36
17	54,329.60	4,527.47	26.12
18	55,952.00	4,662.67	26.90
19	57,636.80	4,803.07	27.71
20	59,363.20	4,946.93	28.54
21	61,131.20	5,094.27	29.39
22	62,982.40	5,248.53	30.28

VALLECITOS SCHOOL DISTRICT
CLASSIFIED
Reception / Admin Clerk
Plan 041 / Grade 001
Effective 7/1/2022

STEP	Annual	Monthly	Hourly
1	-	-	-
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21	51,069.78	4,255.82	24.55
22			

1	36,609.09	38439.545
2	37,707.36	39592.728
3	38,838.58	40780.509
4	40,003.74	42003.927
5	41,203.85	43264.043
6	42,439.97	44561.969
7	43,713.17	45898.829
8	45,024.56	47275.788
9	46,375.30	48694.065
10	47,766.56	50154.888
11	49,199.56	51659.538
12	50,675.54	53209.317
13	52,195.81	54805.601
14	53,761.68	56449.764
15	55,374.53	58143.257
16	57,035.77	59887.559
17	58,746.84	61684.182
18	60,509.25	63534.713
19	62,324.53	65440.757
20	64,194.26	67403.973
21	66,120.09	69426.095
22	68,103.69	71508.875