

JOB ANALYSIS - SENIOR GROUNDS WORKER

JOB ANALYST: Nancy Kennedy, MS,CRC	DATE OF ON SITE ANALYSIS: December 13, 2017
PHONE #: (800) 477-0626 X 4435	DATE REVISED: N/A
CONDUCTED FOR: Chico Unified School District	INFO PROVIDED BY: Eric German, Supervisor, M & O/Grounds; and Current Senior Grounds Workers

General Description:

Under the general supervision, the Senior Grounds Worker performs a variety of gardening and grounds maintenance work involved in the maintenance of school grounds and landscaped areas; and provides lead supervision and training to assigned staffed. Duties are performed at any one of the Chico Unified School District sites.

Essential Job Functions:

1. Prepare, repair and maintain athletic fields; scarify, aerate and renovate fields.
2. Maintain general cleanliness of assigned areas; including sweep walkways, remove trash, rake leaves, and remove weeds.
3. Plant, cultivate, water, fertilize, trim, prune, and diagnose and treat disease in trees, plants, flowers, shrubs, lawns and fields; remove trees/limbs.
4. Mow, edge and trim lawns, play fields and athletic fields; prepare and renovate top soil land turf damage.
5. Coordinate the use of herbicides and pesticides, mix and apply according to applicable standards and regulations; trap gophers; remove rodents from school grounds.
6. Follow a routine schedule, or work order, and prioritize work according to urgency and necessity; arrange for or obtain necessary supplies, materials, equipment, tools, and transport to work/job site.
7. Participate in the installation, maintenance and repair of sprinkler systems; replace sprinkler heads, assist with valve and time clock systems repair.
8. Operate, maintain and service a variety of manual, power, and specialty gardening and grounds maintenance tools and equipment safely and effectively and in accordance with intended purpose and Department policies and procedures; including power lawn mowers, edgers, hedge trimmers, chain saws, hand mowers, saws, shears, trucks, turf vacuum.
9. Perform preventative maintenance on equipment, and safety checks; change oil and filters, lubricate, repair or replace parts; clean, adjust and sharpen cutting blades on mowers; store equipment, tools, and supplies in designated areas.
10. Drive and operate District vehicles on roads and school grounds, pull trailer(s) needed to haul large power equipment; drive dump trucks to transfer debris to public refuse disposal sites.
11. Lay, repair and maintain blacktop, asphalt and cement areas; fill holes.

12. Plan material, supply and equipment needs; submit appropriate requisitions according to procedures; create and maintain necessary or required documentation or records accurately records and in accordance with procedures of the District and/or regulating agency; send/receive email and use communication device in accordance with District policies.
13. Coordinate and participate in school-based grounds usage for special events.
14. Supervise the work of grounds maintenance staff
15. Perform special projects or other related job duties as necessary or assigned by the Maintenance and Operations Department to maintain the safe and usable function of the District's educational programs; including, but not limited to, custodial and maintenance work, moving furniture and equipment between or within classrooms, buildings, and campus locations, etc.

Required Knowledge, Skill and Ability:

Knowledge of: Proper methods, materials, tools, terminology, and equipment used in planting, cultivating and caring for lawns, fields, flowers, shrubs, trees and plants, and grounds preparation and maintenance; maintenance and repair methods for equipment used in grounds maintenance including hand and power tools; common plant diseases, harmful insects and pests and approved control methods and applications/usage and storage of herbicides and pesticides; maintenance and operation of manual and automatic sprinkler systems; principles of lead supervision and training; basic principles and procedures of record keeping; occupational hazards and standard safety practices necessary in the area of grounds maintenance; safe driving principles and practices; District policies, procedures, and requirements pertaining to scope of responsibility.

Skill/Ability to: Read and comprehend a variety of written, electronic and oral information or instructions; perform calculations related to work performed; read and understand drawings, detailed or technical information and apply to job functions; follow a variety of procedures, methods, and practices with little oversight or supervision; prioritize and organize work and schedule to meet the needs of the District; concentrate and maintain focus to complete work accurately and within reasonable time frames; operate a vehicle, forklift, and a wide variety of equipment, tools, and devices in an efficient, precise and safe manner and for designed purpose or use; wear appropriate personal protective equipment; transport equipment and materials from shop, vehicle or site utilizing safe practices; service and maintain all types of grounds equipment; perform heavy manual work for extended periods of time in all types of weather conditions; identify grounds maintenance needs and take effective action; prepare and maintain accurate and complete records of supplies and equipment; observe legal and defensive driving practices; work independently or as part of a team; adhere to and/or apply rules, regulations, policies and procedures; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; communicate with Site/District staff and coworkers effectively and in a professional manner through in-person, telephonic, and electronic communications; work around children in a public school setting; possess and maintain a valid California driver's license; possess or meet District requirements for Qualified Applicators license.

Physical Demands Used Within This Report (Per U.S. Department of Labor Definition): NOTE: *Times listed are illustrated to represent approximate time range in an 8 hour work day:

Rating	Rarely - < 1%	Infrequently 2-5%	Occasionally 6-33%	Frequently 34-66%	Constantly 67% +
	< 5 minutes	*5-30 minutes	*30 minutes to 2 ½ hours	*2 ½ h ours to 5 ¼ hours	*5 ¼ hours or more
Sedentary			0 – 10 lbs.		
Light			11 – 20 lbs.	0 – 10 lbs.	
Medium			21 – 50 lbs.	11 – 25 lbs.	1 – 10 lbs.
Heavy			51 – 100 lbs.	26 – 50 lbs.	11 – 20 lbs.
Very Heavy			100 + lbs.	50 + lbs.	20 + lbs.

STANDING: *Remaining on one's feet in an upright position at a workstation without moving about.*

Occasionally, and intermittently. Standing occurs to perform various job functions requiring maintaining a stationary position for several minutes or longer without change of position, including standing on a ladder rung. Standing occurs to use equipment, such as a chain saw or pruner or other hand or power tool; inspect equipment or general areas. Standing occurs on all types of surfaces, including interior surfaces, exterior surfaces, open terrain or rough surfaces or areas, wet or muddy areas, slopes, ladders, etc.

WALKING: *Moving about on foot.*

Frequently to Constantly. Walking occurs throughout the work day to access various areas where work is performed; to and from vehicle to work site; around or within school campuses or District facilities, or off-premise locations, as necessary. Walking spans vary from a few feet up to several hundred feet or several hundred yards, depending on locations. Walking occurs to re-line fields, use power edgers or line trimmers, non-riding mowers; to access irrigations systems and work sites, etc. Walking spans vary significantly on all types of surfaces including open terrain, uneven ground or slopes, cement, asphalt, lawn, wet, slippery or muddy, and other landscaped surfaces; interior surfaces.

SITTING: *Remaining in the normal seated position.*

Occasionally to Constantly, based on seasonal assignment. Sitting occurs to drive a service truck from location to location to access various sites within the District, or when operating service equipment (mowers, etc.), and when preparing documentation or using a computer terminal. Duration of driving varies from 10 to 30 minutes based on driving conditions to access school sites, and occurs up to several times per day based on necessity. Duration of sitting to operate service equipment varies approximately 1 to 2 hours per day, or up to 6 to 7 hours per day during growing season or designated assignment.

LIFTING: *Raising or lowering an object from one level to another (including upward pulling).*

	Never	Rarely	Infrequently	Occasional	Frequently	Constantly	Height
Under 10 lbs.					X----	----X	Ground to Overhead
10 – 20 lbs.				X----	----X		Ground to Overhead
21 – 35 lbs.				X----	----X		Ground to Overhead
36 – 50 lbs.				X			Ground to Mid-torso/Shoulder

Typical or representative items lifted (not a comprehensive list):

0 – 10 lbs.: Miscellaneous hand tools and hand-held power tools (most under 8 lbs.)-hoe, shovel, rake, sprinklers, hoses, hand saws, line marker, hand held pole lopper, etc., and debris (cuttings, etc.)

11 – 20 lbs.: Blowers, line trimmer, chain saw, power pole saw, power pole shears; ladder

21 – 35 lbs.: Debris, large fiber glass ladder, larger chain saw.

36 – 50 lbs.: Bag of fertilizer, 5-gal.(full) gasoline can, debris, etc.

Single items heavier than 50 lbs. are lifted with assistance from a co-worker or device and are not required as a single-person lift. Heaviest identified items are a bag of cement or cold patch asphalt weighing 60 or 90 lbs., but other items may exist depending on needs of task.

CARRYING: *Transporting an object usually holding it in the hands, arms or shoulders.*

	Never	Rarely	Infrequently	Occasionally	Frequently	Constantly	Distance
Under 10 lbs.					X-----	-----X	Any distance walked
10 – 20 lbs.					X-----	-----X	Any distance walked
21 – 35 lbs.				X-----	-----X		Up to 100 yards
36 – 50 lbs.				X			Up to 100 yards
51 – 75 lbs.	X						
76 – 100 lbs.	X						

See Lifting Section for typical items carried.

PUSHING/PULLING: *To exert force on or against an object in order to move it away, OR To draw towards oneself, in a particular direction or into a particular position.*

0 to 10 lbs - Up to Constantly. Pushing or pulling using hands, arms, upper body occurs routinely to use tools and equipment to performing grounds work. Movements will be repetitious for periods of time.

11 to 20 lbs. - Occasionally to Frequently. Pushing or pulling to move and maneuver objects, equipment, parts, tools, etc. occurs routinely for short durations, including sliding equipment in/out of service vehicle, or supplies on shelves, or other locations. Pulling or pushing is required to open/close doors, hatches, slide portable ramps, etc. More prolonged periods of applied force occur to use manual mowers, and maneuver corners, etc. Force is generally applied with hands/arms unilaterally or bilaterally, and with upper torso as needed.

21- 40 lbs. - Infrequently to Occasionally. Variable force is required as an initial or sustained push or pull using hands/arms, upper body, or full body (legs) to push or pull to dislodge or move an obstacle, limb or debris, or pull tarp of wet leaves.

CLIMBING: *Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using hand and feet.*

Infrequently to Occasionally. Climbing ladders, or stepping up onto or off raised surfaces (vehicle or trailer, or riding mower) occurs as necessary, and based on assignment or seasonal activities.

BALANCING: *Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces.*

Occasionally. A good overall sense of balance is required to perform routine job duties. Work is performed on wet or slippery surfaces on occasions requiring ability to sustain body equilibrium to walk or stand, and while using various tools or equipment.

STOOPING/BENDING: *Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.*



20 Degrees- Frequently to Constantly. Forward bending or stooping occurs routinely to access supplies and equipment, and when performing routine tasks such as using a line trimmer, edger, or other equipment and tools. Flexibility of the upper torso is required as such tasks are performed while moving forward or around shrubs or other landscape features. Forward bending occurs when ascending or descending ladders, and entering/exiting cabs of vehicle or equipment. Duration may be brief, but will be sustained and/or repetitious.



45 Degrees- Occasionally to Frequently. Forwarding bending occurs to access tools and equipment, and other items or work areas when performing maintenance tasks. Duration is usually as an up and down motion, however, may be sustained in situations where crouching/squatting, or kneeling is not expedient or viable.



90 Degrees- Rarely. Full forward bending occurs incidentally and at discretion to pick up a dropped item, or if expedient to access tools in trailer, or other work location (behind an obstacle). Activities may be performed as a crouch, squat or kneel at the discretion of the Senior Grounds Worker.

TWISTING/TURNING: *Rotating the torso. This includes turning of upper and lower back, and hips.*

Upper Torso - Occasionally to Frequently, 0-45 degrees. A slight twist (0 - 20 to 30 degrees) will occur to routinely when using trimmers and to access various areas, tools/equipment, etc. A fluid torso movement is required to perform quick actions. Twisting up to 45 degrees occurs as necessary to access areas from a stationary position, such as from a ladder, or when seated on equipment, or to access behind or between obstacles.

Lower Body/pivoting - Occasionally to Frequently. Pivoting or twisting lower body in conjunctions with upper body fluidity occurs to load/unload equipment, use pruners, drag debris (wet leaves on tarp, or limb), and similar job functions.

KNEELING: *Bending legs at knees to come to rest on knee or knees.*

Rarely up to Frequently based on seasonal assignments. Kneeling on one or both knees occurs to perform work tasks on lower levels where a steady or prolonged position is required to complete work. This commonly occurs to weed, plant or cultivate, adjust/repair/replace sprinkler heads, or perform maintenance on some equipment.

CROUCHING/SQUATTING: *Bending body downward and forward by bending legs and spine.*

Crouching- Infrequently to Occasionally. Crouching occurs when lifting heavier or large objects to load or unload service truck or trailer, and where necessary to access areas where trimming is required.

Squatting- Rarely to Infrequently. Squatting usually occurs at discretion and in situations where inspecting or accessing a lower object or area is for a short duration. This includes inspecting plants/trees or sprinkler heads, pulling weeds or picking up debris/litter.

CRAWLING: *Moving about on hands and knees or hands and feet.*

Not Required to perform any specific job function, but may occur Rarely at discretion.

Crawling may occur weeding or planting where moving a short distance is expedient for the Senior Grounds Worker.

NECK POSITIONS:

Extension: 0 - 70 degrees: Infrequently to Occasionally. Looking upward as a glance to inspect or view upper level areas (tree limbs, high shrubs, or ascend ladders) and as a sustained neck extension is required when pruning. The nature of work performed requires fluid neck movement to full range. Sustained neck extension is required to use manual and power pole saws and will be required if assisting with other maintenance or custodial duties as they occur.

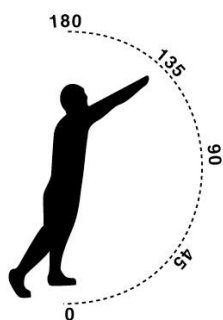
Flexion: 0 - 80 degrees: Occasionally to Frequently up to 70 degrees. Looking downward occurs as a glance or sustained position and occurs throughout the work intermittently. Sustained neck flexion of several minutes or more is required to view immediate surroundings, perform routine work tasks, pick up and move items, etc. Range requires ability to sustain flexion to approximately 60 degrees to see ground level.

Left/Right Lateral Rotation: 0 - 45+ degrees: Occasionally to Frequently. Looking to left or right occurs to scan immediate work areas while using equipment/tools, drive vehicle/park trailers, and on occasion directly behind position (over shoulder) to observe for obstacles or persons in the area. Full range 0 to 45 and full rotation (over shoulder) is required. Generally, left or right rotation will occur as brief glances or be sustained periods less than 1 minute.

Left/Right Lateral Flexion: 0 – 45 degrees: Infrequently to Occasionally. Left or right lateral flexion is required to view behind obstacle and to view overhead areas while guiding a pole saw or trimmer. Ability to flex sufficiently to 30 to 40 degrees is required for short periods to operate equipment safely and effectively.

REACHING: *Extended hand(s) and arm (s) in any direction.*

Forward: Forward reaching occurs routinely to access and use tools and equipment, and to perform routine tasks. Full forward and partial forward reaching occurs bilaterally and unilaterally left or right to the frequencies indicated below:



135 to 180 Degrees - Occasionally

90 to 135 Degrees - Occasionally

45 to 90 Degrees - Frequently to Constantly

Below 45 Degrees - Occasionally

Abduction (Side reaching 0 - 180 Degrees): Rarely. Signaling to others when assisting others backing up or moving equipment through school yards is required. This may require abduction with either right or left arm.

Horizontal Abduction (0 -90 Degrees)/Horizontal Adduction (0 - 45 Degrees): Occasionally to Frequently.

Horizontal abduction or adduction moving arms way or across body occurs to operate tools and equipment to trim, prune, rake, and to pick up or relocate items. Range of movement varies significantly according to each situation, but in general fluidity of full range is required to perform work safely.

HANDLING: *Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch.*

Constantly. Whole hand unilateral and bilateral actions occur routinely throughout the work day. Holding, gripping, turning with one or both hands is essential to use hand and power tools, move and relocate, load and unload, and other routine and non-routine job functions. Whole hand use includes lateral grasping, hook grasping, tip-pinching, spherical grasping, and power grasping with full fluidity of wrists. Handling involves intermittent repetitive short cycle actions, and extended periods of gripping.

FINGERING: *Picking, pinching, touching, feeling or otherwise working primarily with fingers rather than with the whole hand or arm as in handling, and key-stroking.*

Occasionally. Using fingers to pick up a small items, adjust water flow, close/open valves, etc. occurs as necessary, or appropriate to task. Using fingers to twist a cap, or twist twine/rope, gather end of tarp, bag or fastener; as does using touch pads on phone, or controls, and to use a keyboard or mouse as necessary. Repetitive fingering is intermittent, usually for less than a minute.

TALKING: *Expressing or exchanging ideas by means of the spoken work.*

Speaking is required in order to effectively communicate with co-workers, supervisions, and school site personnel on a regular basis, and anyone with whom contact is made during the course of work. Speaking in a normal volume to be understood using communication devices is required, and also in situations where there is loud background noise from operating tools and equipment.

HEARING: *Perceiving the nature of sounds by ear.*

Normal, near normal, or corrected to-hearing is required to detect unusual sounds and noises (water flow or malfunctioning equipment, horns or warning sounds such as falling limb, etc. This will include normal speech communication in-person or over a communication device. The ability to identify and correctly and efficiently respond to alarms and warning signals is required. Hearing protection is required during the operation of power equipment. Noise levels vary from low to moderately high.

SEEING:

Normal, near normal or corrected to-vision is required in order to effectively and safety performs all job tasks. Visual ability for near acuity (< 20 inches), far acuity (> 20 feet), depth perception, field of vision, accommodation (adjusting focus), and color identification is required.

ENVIRONMENTAL CONDITION - EXPOSURE TO:

- [X] Weather - Approximately 2% inside 98 % outside in all weather conditions
- [X] Extreme Heat - radiating heat from hot asphalt or cement
- [X] Wet and/or Humid - wet surfaces, muddy soil
- [X] Noise intensity level - Varies Low to Moderately High (hearing protection required)
- [X] Vibration - operation of power tools/equipment
- [X] Atmospheric Conditions - all ambient conditions, mist, dust, fumes from gasoline/oil, foliage or wood particles
- [X] Electrical Shock - potential from malfunctioning equipment
- [X] Work in High Exposed Places - performs work from ladders
- [X] Toxic or Caustic Chemicals - potential herbicides/pesticides
- [X] Proximity to Moving Mechanical Parts - Moving blades, saws, etc.
- [X] Other Environmental Conditions - Poison Oak, potential hazardous debris or trash of known or unknown content

PSYCHOLOGICAL FACTORS:

1. **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** *The ability to maintain attention and concentration for necessary periods. The ability to understand written and oral instructions, and the ability to do work requiring set limits, tolerances, or standards.*

100% of job functions are dependent upon clear understanding of methods and procedures and the exact nature of the work assignment. Periods of concentration are required to complete tasks in a timely and accurate manner and to achieve proper set limits, tolerances and/or standards due to the purpose and function of the position.

2. **ABILITY TO PERFORM SIMPLE AND REPETITIVE TASKS:** *The ability to ask simple questions or request assistance; the ability to perform activities of a routine nature; and the ability to remember locations and work procedures. The ability to obtain information and answer questions regarding company procedures, or standards for immediate staff is required.*

Approximately 80% of routine grounds maintenance tasks performed over the course of the work day are simple and repetitive in nature. Tasks such as mowing, setting up equipment/tools, and basic operation of equipment is simple in nature and is performed at one or more school sites or District properties. Remembering work procedures, locations, where materials are stored, and who the responsible parties are at each school site is critical to job performance. On occasion general information will be provided regarding procedures or policies to coworkers, and the asking of simple questions or requesting assistance from others is required.

3. **THE ABILITY TO MAINTAIN A WORK PACE APPROPRIATE TO A GIVEN WORKLOAD:** *The ability to perform activities within a schedule, maintain regular attendance and be punctual; and the ability to complete a normal workday and/or work week and perform a consistent pace.*

100% of job functions involve timeliness to complete tasks or the adherence to a designated schedule. Assignments are made based on priority to the District as they affect the general safety and upkeep of facilities and the effectiveness of educational programs. Maintaining regular attendance and punctuality is important to minimize the effect on other workers and the educational program. Work assignments may be based on a deadline for completion. Work tasks require mental and physical stamina to perform tasks at a regular and/or consistent pace to avoid potential hazards, unfinished or extra work.

4. **ABILITY TO PERFORM COMPLEX AND VARIED TASKS:** *The ability to synthesize, coordinate, and analyze data; and the ability to perform jobs requiring precise attainment of set limits, tolerances and standards.*

Approximately up to 50% of job tasks involve coordination of activities with other workers, and/or the ability to make quick decisions and adjustments (sprinkler systems), and assess the condition of plants and trees and take appropriate corrective actions, etc. Attainment of precise measurements and mixing of pesticides and herbicides is required, as is special application criteria according to strike District standards.

5. **ABILITY TO RELATE TO OTHER PEOPLE BEYOND GIVING AND RECEIVING INSTRUCTIONS:** *The ability to get along with coworkers or peers; the ability to perform work activities requiring negotiation with, explaining, or persuading; and the ability to respond appropriately to evaluation or criticism.*

85-90% of job functions involve the ability to get along with coworkers and others encountered in the course of work. Work is performed in or around public school campuses or district offices where a variety of persons will be encountered on a regular basis. Work performed often interrupts normal access to facilities/campus areas, or may affect the well being of users as in the case of play fields or other grounds areas. Workers must possess the ability to establish, foster and maintain effective working relationships by understanding and responding appropriately to others.

6. **ABILITY TO INFLUENCE PEOPLE:** *The ability to convince or direct other; the ability to understand the meaning of words and to use them appropriately and effectively; and the ability to interact appropriately with people.*

10 to 15%, or less of job functions involves directing, or influencing others. In all cases, where interaction with others is required or necessary proper language and word usage is important, especially when dealing with children, or where children are present. In a lead role, the Senior Grounds Worker instructs or advises Grounds staff on proper methods or procedures.

7. **ABILITY TO MAKE GENERALIZATIONS, EVALUATIONS, OR DECISIONS WITHOUT IMMEDIATE SUPERVISION:** *The ability to recognize potential hazards and follow appropriate precautions; the ability to understand and remember detailed instructions; the ability to make independent decisions or judgments based on appropriate information; and the ability to set realistic goals or make plans independent of others.*

100% of job functions involve the ability to recognize potential hazards and follow appropriate precautions, remember detailed instructions, and to use good judgment based on available and appropriate information. Work is performed without the presence of an immediate supervisor at District locations. When using equipment, working from heights and performing work on or with other various equipment, the ability to make independent decisions is important. This includes the ability to know when the task or situation requires more significant work and a referral to a supervisor for direction. Job functions performed involve moving and using tools and equipment, working from heights, accessing areas where known or potential hazards exist.

8. **ABILITY TO ACCEPT AND CARRY OUT RESPONSIBILITY FOR DIRECTION, CONTROL, AND PLANNING:** *The ability to set realistic goals or make plans independently of others; the ability to negotiate with, instruct or supervise people; and the ability to respond appropriately to changes in the work conditions.*

100% of the Senior Grounds Worker daily activities require the ability to plan their daily own schedule to meet expectations and the needs of individual school sites, including the preparation of fields for planned activities, or unplanned/unscheduled events. The Senior Grounds Worker perform a lead role with other Grounds Workers, and assists in the training of general procedures or methods to newer employees. The Senior Grounds Worker must respond appropriately to changes in work conditions, changes to regular daily schedule due to a higher priority, re-routing or re-organizing tasks in order to fill in at another work assignment, etc. Based on the needs of the Maintenance and Operations Department, a worker may be required to assist with custodial, maintenance, or another job function.