

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
*Position Description*

- POSITION:** Grounds/Utility Worker
- TERMS OF EMPLOYMENT:** Range 6, 10 months (Feb-Nov)
- REPORTS TO:** Director of Maintenance, Transportation and Operations
- MINIMUM QUALIFICATIONS:**
- High School diploma.
  - First Aid and CPR certification preferred.
  - Valid California driver's license

**GENERAL SUMMARY**

Under general supervision of the Director MTO, performs semi-skilled and skilled tasks related to the yard maintenance, landscaping, repair, and cleaning of district grounds, equipment, and facilities. The schedule for this position requires work on Saturdays and may frequently include working hours in the early morning (before 6:00 a.m.) and/or late afternoon (after 5:00 p.m.).

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Performs general and varied landscaping and grounds maintenance duties including but not limited to: mowing, edging, trimming and pruning, fertilizing, planting, and watering.
- Sprays grounds with herbicides in compliance with the Healthy Schools Act.
- Installs, maintains, and repairs sprinkling and irrigation systems.
- Hauls sand, dirt, and other materials utilized in the improving of landscaped areas.
- Complies with local laws and procedures for the storage and disposal of trash, yard waste, and herbicides.
- Drives district vehicles/trucks for delivering or picking up equipment, supplies, etc.
- Reports any damage to school property immediately and major repairs needed promptly to the director of MTO.
- May be required to perform general cleaning including but not limited to: sweeping, mopping, and waxing floors; vacuuming and shampooing rugs and carpets; dusting.
- Makes minor repairs to buildings, performs plumbing, carpentry, painting and electrical work as needed.
- Establishes and maintains a high level of public image in all public contacts.
- Performs other work related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge of methods, supplies, tools, and equipment used in grounds and landscaping maintenance.
- Ability to work independently with a minimum of guidance and supervision, following oral and written directions.
- Ability to lift and move materials and equipment up to 40 lbs. independently; more than 40 lbs. with assistance.
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to make standard mathematical calculations rapidly and accurately.

### **WORKING CONDITIONS**

- Working conditions may include noise and vibrations, fumes, gases, odors, and dust.
- Extremely hot and cold weather conditions outdoors and indoors.
- Moderate to heavy physical effort.
- Subject to a rigorous work schedule including bending, crouching, kneeling, pushing/pulling of equipment and tools, reaching in all directions.

### **EMPLOYMENT STANDARDS**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.