



MOUNTAIN VIEW SCHOOL DISTRICT

PERSONNEL SERVICES

To Establish an Eligibility List/OPEN

Applications with missing documents will be *disqualified*.

POSITION: Grounds Maintenance Worker I
SALARY: \$3,495 – \$4,052 per month
HOURS: 8 hours per day / 12 months (6:00 a.m. – 2:30 p.m.)
CLOSING DATE: November 21, 2017 at 4:00 p.m.
TESTING DATE: November 27, 2017 at 10:00 a.m.

DEFINITION:

Under Supervision, to perform general and varied grounds maintenance and gardening work; and to do other related work as required.

ESSENTIAL DUTIES:

- Mows, edges, trims, and prunes landscaped areas.
- Prepares, and fertilizes soil, plants, lawns, trees, shrubs, hedges, flowers, and a variety of other plants.
- Hoes, weeds, and rakes lawns.
- Sweeps and picks up paper and other debris from walks and driveways.
- Prunes shrubs and trees to shape and improve growth.
- Waters landscaped areas by hand or by operating a sprinkling system.
- May spray ground areas with insecticides and herbicides, and building areas to rid the building of insects and other pests.
- Assists in the moving and arranging of bleachers, furniture, and variety of other equipment for special events.
- Assists in the preparation, lining, and marking of athletic even areas.
- Loads a light truck with trimmings and trash, and may drive it to a trash disposal area.
- Hauls sand, dirt, sawdust, and other materials utilized in the improving of landscaped areas.
- Assists in a variety of unskilled work involved in the erecting and repairing of fences and athletic field fixtures.
- Assists in the installation, maintenance, and repair of sprinkling and irrigation systems.
- Operates a variety of light grounds maintenance equipment, such as riding lawn mowers, edger's, lawn vacuums, and sweepers.

QUALIFICATIONS:

Knowledge of:

- Basic methods, materials, tools, and terminology used in grounds maintenance and gardening work.
- Safe working methods and procedures.

Ability to:

- Effectively use hand and power tools common to grounds maintenance work.
- Perform heavy manual functions and activities.
- Operate light grounds maintenance equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Six months of experience as an unskilled and semiskilled worker in one or more of the basic maintenance trades.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in one or more of the various maintenance trades.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier. Must receive asbestos awareness training within the first 60 days of employment. May receive additional ACBM training if the employee works in an area in which asbestos building materials may be distributed.

Benefits: Permanent full-time employees receive \$7,833.10 per fiscal year toward the purchase of medical, dental, and vision coverage. Benefits for permanent part-time employees are prorated according to the number of hours worked per week.

APPLICATION PROCEDURE: Applications with missing documents will be *disqualified*. Interested applicants must submit the following application to **Veronica Frausto**, Personnel Services no later than **November 21, 2017 by 4:00 p.m.**

1. Application
2. Resume
3. Two Letters of Recommendation (*preferably from a Supervisor*)
4. Copy of H.S. Diploma
5. Copy of valid California Motor Vehicle Operator's License.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER