



## San Juan Water District

9935 Auburn-Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

# Groundskeeper Position Description

**Status:** Non-Exempt  
**Supervisor:** Finance and Administrative Services Manager  
**Effective Date:** December 10, 2013

### **Supervision Received and Exercised:**

Receives general supervision from the Finance and Administrative Services Manager. Does not provide supervision to others.

### **Primary Function**

To perform a variety of maintenance and repairs related to the landscaping and irrigation systems at the District's main office, shop, treatment facility and peripheral facilities.

### **Essential Duties - Duties may include, but are not limited to, the following:**

- Trim, prune, plant and maintain plants.
- Mow, edge, weed, fertilize and water grass and turf; remove weeds; prune shrubs; plants and maintains plants and flowers.
- Maintain the water irrigation system including setting up timers and ensuring sprinkler heads are properly functioning.
- Apply herbicides, pesticides, and fertilizers as directed.
- Repair any malfunctions or damage to the landscape systems.
- Perform light maintenance including cleaning, painting and general maintenance to the District's facilities.
- Clean up debris from District grounds.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Safe operation and use of hand tools and grounds machinery such as mowers, edgers, spraying equipment, and other hand tools.
- Safe work practices.

#### *Ability to:*

- Perform a variety of manual tasks.
- Follow oral and written instructions.
- Plan and complete duties on a regular schedule.
- Exercise judgment related to assigned duties.

- Initiate and maintain effective safety standards.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

**Education:**

Equivalent to graduation from high school.

**Experience:**

One year of responsible experience performing duties related to ground maintenance.

**License or Certificate:**

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Physical Capabilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

| <i>Physical Requirements</i>       | <i>Rarely<br/>(0-12%)</i>              | <i>Occasionally<br/>(12-33%)</i> | <i>Frequently<br/>(34-66%)</i> | <i>Regularly<br/>(67-100%)</i> |
|------------------------------------|--|----------------------------------|--------------------------------|--------------------------------|
| Seeing                             |  |                                  |                                | √                              |
| Hearing                            |  |                                  |                                | √                              |
| Standing/Walking                   |  |                                  |                                | √                              |
| Climbing/Stooping/Kneeling         |  |                                  |                                | √                              |
| Lifting/Pulling/Pushing            |  |                                  | √                              |                                |
| Approximate Maximum Weight to Lift |  |                                  | 50 Pounds                      |                                |
| Fingering/Grasping/Feeling         |  |                                  |                                | √                              |
| Describe Working Conditions        | 1 Percent Indoors, 99 Percent Outdoors |                                  |                                |                                |