

Side Letter Agreement Between

MDUSD & Teamsters Local 856

Regarding

The M&O Reorganization of The Landscape Department

MDUSD and Teamsters entered into this agreement on January 9, 2023. This agreement is subject to Board approval. This Side Letter Agreement is not intended to affect any job classification other than those classifications specified herein. It is intended to modify the 2020-2023 MDUSD-Teamster Agreement, which sunsets on 6-30-23, in relation to the Salary Schedule and Article 2 - Coverage.

Recitals

This reorganization was conducted as a result of the FCMAT Report issued on January 12, 2022. The report found that the Landscape Department needed to be reorganized in order to keep MDUSD school landscaping clean and in good working order. Subsequently a plan was developed to reorganize the Landscape Department. After multiple meetings between the District and Teamsters, it was agreed that Grounds Worker I, Grounds Worker II, and Grounds Worker III job descriptions would be created and the Irrigation Technician and Grounds Senior Leadworker job description would be updated to reflect additional duties for these positions with concurrent salary increases all of which, would additionally help ensure improved landscaping services to the MDUSD community.

Agreements

Both MDUSD and Teamsters agree to the following terms and conditions to become effective as of the first of the month after the date of Board Approval of this Side Letter:

1. Grounds Worker I

- a. Five (5) current Goundskeeper positions at range 416 will be upgraded to the Grounds Worker I position at range 424 with a new updated Grounds Worker I job description with additional duties and range 424 will be increased by \$1. (See new salary schedule below and Grounds Worker I job description attached hereto and incorporated herein.) This is a 6.99% increase to the salary schedule over the previous position of Groundskeeper.

2. Grounds Worker II

- a. Three (3) current Goundskeeper positions at range 416 will be upgraded to the Grounds Worker II position at range 437 with a new updated Grounds Worker II job description with additional duties and range 437 will be increased by 5.00%. (See new salary schedule below and Grounds Worker II job description attached hereto and incorporated herein.) This is a 12.06% increase to the salary schedule over the previous position of Groundskeeper.
- b. Two (2) current Grounds Equipment Operator positions at range 424 will be upgraded to the Grounds Worker II position at range 437 with a new updated Grounds Worker II job description with additional duties

and range 437 will be increased by 5.00%. (See new salary schedule below and Grounds Worker II job description attached hereto and incorporated herein.) This is a 9.29% increase to the salary schedule over the previous position of Grounds Equipment Operator.

- c. Five (5) current Groundskeeper/Gardner positions at range 437 will be upgraded to the Grounds Worker II position and will remain at range 437 with a new updated Grounds Worker II job description with additional duties and range 437 will be increased by 5.00%. (See new salary schedule below and Grounds Worker II job description attached hereto and incorporated herein.) This is a 5.00% increase to the salary schedule over the previous position of Groundskeeper/Gardner.

3. Grounds Worker III

- a. One (1) current Groundskeeper/Gardener positions at range 437 will be upgraded to the Grounds Worker III position at range 518 with a new updated Grounds Worker III job description with additional duties and range 518 will be increased by 5.00%. (See new salary schedule below and Grounds Worker III job description attached hereto and incorporated herein.) This is a 34.26% increase to the salary schedule over the previous position of Groundskeeper/Gardner.
- b. Four (4) current Medium Equipment Operator positions at range 518 will be upgraded to the Grounds Worker III position and will remain at range 518 with a new updated Grounds Worker III job description with additional duties and range 518 will be increased by 5.00%. (See new salary schedule below and Grounds Worker III job description attached

hereto and incorporated herein.) This is a 5.00% increase to the salary schedule over the previous position of Medium Equipment Operator.

4. Irrigation Technician

- a. Three (3) current Sprinkler Maintenance Technician positions at range 495 will be upgraded to the Irrigation Technician position and will remain at range 495 with a new updated Irrigation Technician job description with additional duties and range 495 will be increased by 5.00%. (See new salary schedule below and Irrigation Technician job description attached hereto and incorporated herein.) This is a 5.00% increase to the salary schedule over the previous position of Sprinkler Maintenance Technician.

5. Grounds Senior Leadworker

- a. One (1) current Senior Grounds Leadworker position at range 589 will be upgraded to the Grounds Senior Leadworker at the new range of 590 with a new updated Grounds Senior Leadworker job description with additional duties. (See new salary schedule below and Grounds Senior Leadworker job description attached hereto and incorporated herein.) This is a 5.00% increase to the salary schedule over the previous position of Senior Grounds Leadworker.

6. The changes described in paragraphs 1 - 4 above will result in the following changes to the salary schedule:

		Step 1	Step 2	Step 3	Step 4	Step 5
Grounds Worker I	424 hourly rate	\$ 19.77	\$ 20.76	\$ 21.80	\$ 22.89	\$ 24.03
	annual (260 days)	41,121	43,177	45,336	47,602	49,982
Grounds Worker II	437 hourly rate	\$ 20.71	\$ 21.74	\$ 22.83	\$ 23.97	\$ 25.17
	annual (260 days)	43,071	45,225	47,486	49,861	52,354
Grounds Worker III	518 hourly rate	\$ 26.47	\$ 27.80	\$ 29.19	\$ 30.65	\$ 32.18
	annual (260 days)	55,067	57,820	60,711	63,747	66,934
Irrigation Technician	495 hourly rate	\$ 24.69	\$ 25.92	\$ 27.22	\$ 28.58	\$ 30.01
	annual (260 days)	51,354	53,921	56,618	59,448	62,421
Grounds Senior Leadworker GRNDSRLW	590 hourly rate	-	-	\$ 36.28	\$ 38.10	\$ 40.00
	annual (260 days)	-	-	75,465	79,238	83,200



7. The most senior Groundskeepers shall have the right of first refusal to promote to the available Grounds Worker II position(s). The most senior Groundskeeper/Gardner shall have the right of first refusal to promote to the available Grounds Worker III position(s).

8. This side letter agreement is nonprecedential and does not establish any past practice.



9. All Teamster members affected by these specific changes will retain their seniority date. The positions of Goundskeeper, Grounds Equipment Operator, Medium Equipment Operator, Sprinkler Maintenance Technician and Senior Grounds Leadworker will be abolished after the affected employees are moved into the new job title positions.

10. Salary adjustments pursuant to this Side Letter are prospective only and not retroactive and will be incorporated into the salary schedule of the CBA.

District:

 1-9-23
 1-9-23

Teamsters:

 1/9/2023
 1-9-2023

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Grounds Worker I
REPORTS TO: Landscape Manager
DEPARTMENT: Maintenance & Operations
CLASSIFICATION: Classified
SALARY: Teamster Range 424
BOARD APPROVED: January 18, 2023 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Landscape Manager, performs a variety of general grounds maintenance and gardening work of routine difficulty in order to keep landscaped areas properly cared for and maintained as required to sustain District facilities. Technician will work as a member of a grounds crew or when assigned, may work independently.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Performs a variety of general site grounds cleaning, maintenance, and gardening work to ensure the District's facilities and equipment are maintained in a safe operation condition. Complete all duties in a timely manner with accuracy and without errors. **E**
- Operates power equipment, including but not limited to hedgers, blowers, weed eaters, edgers, chain saws, etc. **E**
- Completes pruning of trees and shrubs, utilizing appropriate equipment, to support the beautification of our facilities and enhance student safety supervision. **E**
- Completes fertilizing, planting, sodding, hauling, digging and loading as requested. **E**
- Pulls, spades and hoes weeds, rakes leaves and lawns, cultivates grounds around plants and shrubs. **E**
- Assist in weed abatement including, but not limited to applying chemicals for weed control and eradicating other pests as assigned, under the supervision of licensed staff. **E**
- Performs mowing duties of push mowers and lawn edger.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory. **E**

- Performs minor sprinkler head repairs and adjustments.
- May assist in the adjustment and operation of irrigation controller.
- May assist in the installation of irrigation systems.
- Assists in maintenance and preparation of athletic facilities and fields. **E**
- Collaborate, communicate and coordinate with Landscape Manager and grounds colleagues for the purpose of completing projects and work orders efficiently. **E**
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and refers major maintenance and repair to appropriate staff. **E**
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- May drive a truck with a trailer attachment in transporting grounds maintenance equipment from work site to work site or green waste to disposal facility.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the District facilities are secure and operational, as needed.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: None.

KNOWLEDGE OF:

- Basic gardening and landscaping materials
- The use and maintenance of gardening equipment, tools and machinery
- English grammar, punctuation and spelling
- Understanding basic technology

SKILL IN:

- Operating tools necessary for grounds maintenance
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Establish and maintain effective working relationships with others

- Follow oral and written instructions
- Perform heavy manual labor
- Ability to work independently with little to no supervision

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the following physical demands: frequent significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires walking, and standing for various amounts of time. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

HAZARDS: Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; and exposure to flying debris or nails, chemicals and solvents. Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; repetitive hand motion; slipping; flying debris; high pressure hoses; and may be exposed to fecal matter, snakes, insect bites/swarms, ant bites, and cuts from tools or materials.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

Board Approval Expected: 1-18-23

Salary Range: 424

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Grounds Worker II
REPORTS TO: Landscape Manager
DEPARTMENT: Maintenance & Operations
CLASSIFICATION: Classified
SALARY: Teamster Range 437
BOARD APPROVED: January 18, 2023 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Landscape Manager, performs a variety of general grounds maintenance and gardening work of routine difficulty and moderately skilled difficulty in order to provide lawn care, weed abatement, and synthetic turf care as required to sustain District facilities. Responsible for operating grounds equipment used in lawn and synthetic turf care. Technician will work as a member of a grounds crew or when assigned, may work independently.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- May perform all duties as assigned to the Grounds Worker I.
- Assist in weed abatement including, but not limited to spraying chemicals for weed control, under the supervision of licensed staff. May utilize a powered spray rig applicator. **E**
- Operates grounds equipment, tools and machinery (e.g. riding lawn mowers, golfcarts, trailers, etc.) for the purpose of providing grounds maintenance service. **E**
- Operates turf equipment for synthetic field care and maintenance program. **E**
- Loads, unloads and assists in maintenance of all equipment and equipment inventory. **E**
- Helps maintain and prepare athletic facilities and fields for competition. **E**
- May assist in training grounds workers in operation of mowing and landscape equipment.
- May drive a truck with a trailer attachment in transporting grounds maintenance equipment from work site to work site or green waste to disposal facility.
- Checks, adjusts, and lubricates equipment, schedules repairs and maintenance. **E**

- Attend safety trainings and other certification trainings as required.
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of training and experience equivalent to two (2) years of experience in gardening, nursery work or grounds maintenance.

KNOWLEDGE OF:

- Basic gardening and landscaping materials
- The operation, use and maintenance of routine gardening equipment, tools and machinery
- Turf and Plants common to the area
- Water Management
- Maintenance of athletic ground surfaces
- English grammar, punctuation and spelling
- Understanding basic technology

SKILL IN:

- Operating tools necessary for grounds maintenance
- Operating power equipment for grounds maintenance
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Establish and maintain effective working relationships with others
- Follow oral and written instructions
- Operate power equipment safely and efficiently
- Perform heavy manual labor
- Ability to work independently with little to no supervision

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the following physical demands: frequent significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires walking, and standing for various amounts of time. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

HAZARDS: Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; and exposure to flying debris or nails, chemicals and solvents. Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; repetitive hand motion; slipping; flying debris; high pressure hoses; and may be exposed to fecal matter, snakes, insect bites/swarms, ant bites, and cuts from tools or materials.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

Board Approval Expected: 1-18-23

Salary Range: 437

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Grounds Worker III
REPORTS TO: Landscape Manager
DEPARTMENT: Maintenance & Operations
CLASSIFICATION: Classified
SALARY: Teamster Range 518
BOARD APPROVED: January 18, 2023 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Landscape Manager, performs a variety of general grounds maintenance and gardening work of routine difficulty and highly skilled difficulty in order to operate motorized grounds maintenance and construction equipment. Technician will work as a member of a grounds crew or when assigned, may work independently.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- May perform all duties as assigned to the Grounds Worker I and Grounds Worker II.
- Operates a variety of medium-heavy duty equipment, including large gang mowers, tractors, trenchers, back hoe equipment, sweepers and similar equipment in order to perform large turf mowing, flail- mowing, athletic field maintenance, specialty projects, weed prevention and fire guard maintenance and other necessary grounds work. **E**
- Operates specialty equipment to scrape, drag, fill and repair tracks and athletic fields. **E**
- Operates trenching equipment and assists in irrigation system installation. **E**
- May drive a truck with a trailer attachment in transporting grounds maintenance equipment from work site to work site.
- May assist in training grounds workers in operation of mowing and landscape equipment.
- Checks, adjusts and lubricates equipment, schedules repairs and maintenance. **E**
- Assists the Landscape Manager to prioritize all work, seasonal or routine, and may self-generate work orders as required.

- Attend safety trainings and other certification trainings as required.
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of training and experience equivalent to three (3) years of experience in landscape maintenance and/or construction work involving the operation of construction equipment.

KNOWLEDGE OF:

- Operation of motorized grounds and construction equipment
- General maintenance of grounds, open public fields and areas designated for athletes
- Basic gardening and landscaping materials
- The operation, use and maintenance of routine gardening equipment, tools and machinery
- Turf and Plants common to the area
- Water Management
- Maintenance of athletic ground surfaces
- English grammar, punctuation and spelling
- Understanding basic technology

SKILL IN:

- Operating construction equipment, such as a trencher or backhoe, etc.
- Maintaining sports areas and fields open to the public
- Operating tools necessary for grounds maintenance
- Operating power equipment for grounds maintenance
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Qualify for a California Class A Operators License within six (6) months of placement in the position and to sustain as a condition of employment
- Establish and maintain effective working relationships with others
- Follow oral and written instructions
- Operate power equipment safely and efficiently
- Perform heavy manual labor
- Ability to work independently with little to no supervision

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS:

The usual and customary methods of performing the job's functions require the following physical demands: frequent significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires walking, and standing for various amounts of time. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; and exposure to flying debris or nails, chemicals and solvents. Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; large trees and power line hazards; repetitive hand motion; traffic congestion when rerouting traffic; slipping; flying debris; high pressure hoses; and may be exposed to fecal matter, snakes, insect bites/swarms, ant bites, and cuts from tools or materials.

LICENSES AND CERTIFICATES:

Possession of a valid California Driver's License is required. Must secure a California Class A Operators License within six (6) months of placement in position. Attend trainings for aerial lift, scissor lift, forklift, safety trainings and other certification trainings as required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

Board Approval Expected: 1-18-23

Salary Range: 518

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Irrigation Technician
REPORTS TO: Landscape Manager / Designee
DEPARTMENT: Maintenance & Operations
CLASSIFICATION: Classified
SALARY: Teamster Range 495
BOARD APPROVED: January 18, 2023 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Landscape Manager, performs a variety of skilled irrigation systems services with the responsibility for performing technical work in design, installation, repair and maintenance of District irrigation systems; responding to immediate operational and safety concerns to sustain District facilities. The Irrigation Technician may work as a member of a grounds crew or independently.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Coordinates with Landscape Manager and/or Designee and other trades for the purpose of completing projects and work orders efficiently. **E**
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information, determining and monitoring the appropriate course of action, and ensuring project success.
- Designs irrigation systems for designated areas utilizing standardized drafting and surveying techniques for the purpose of installing sprinkler lines and assuring adequate coverage. **E**
- Estimates time and materials costs for sprinkler system projects according to blueprints, sketches, or instructions for the purpose of obtaining approval from supervisor for funds needed for the installation, repair, and/or replacement of sprinkler systems in a timely manner.

E

- Identifies pipe and wire locations on all District sites for any new construction or digging needs for the purpose of addressing operational and/or safety concerns. **E**
- Installs, inspects, maintains, and repairs irrigation system components (e.g., sprinkler lines, sprinkler systems, automatically and manually operated sprinkler controls, anti-siphon devices, valves, sprinkler heads, pumps, wells, automatic clocks, etc.) for the purpose of providing maintenance services, retrofitting, and new installations. **E**
- Maintains computerized control system (e.g., scheduling, troubleshooting, and repair, collaborates with manufacturer and vendors, etc.) for the purpose of maintaining the on-line irrigation system in functional order.
- Monitors and maintains sprinkler components and schedules (e.g., automatic clocks, sprinkler controllers, timers, booster pumps, backflow devices, regulators, computer-based controls, battery operated equipment, etc.) for the purpose of ensuring proper and efficient watering. **E**
- Operates irrigation equipment, tools, and machinery for the purpose of providing irrigation services. **E**
- Performs general irrigation maintenance activities for the purpose of maintaining grounds in accordance with established standards. **E**
- Prepares and maintains related records (e.g., cost estimates, work orders, supply lists, etc.) for the purpose of documenting activities and/or conveying information. **E**
- Responds to urgent irrigation situations for the purpose of resolving immediate safety concerns. **E**
- Schedules and performs preventive maintenance on irrigation systems for the purpose of testing and reviewing system operations for efficient performance.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at the job site.
- Troubleshoots and diagnoses electrical/controller issues including all field wiring and water systems for the purpose of performing repairs, resolving operational issues, and restoring services. **E**
- Identifies, reports, and assists with resolving vandalism, safety, sanitary, and fire hazards as needed.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or its equivalent with a combination of training and experience equivalent to a minimum of two years of experience performing installation, operation, maintenance and repair of commercial/industrial irrigation systems.

KNOWLEDGE OF: Methods, materials and tools used in safe work practices including OSHA regulations, as they relate to the position; Tools, machinery, materials and procedures to maintain irrigation systems; Maintenance of turf, shrubs, and trees; Government codes and regulations pertaining to irrigation and plumbing systems; Plumbing and electrical systems and procedures related, but not limited to, sprinkler systems and time clocks; Water conservation techniques; Integrated, environmentally safe pest management practices. Record-keeping systems and methods. Techniques for providing a high level of customer service by effectively communicating and addressing needs of the public, vendors, contractors, and District staff. Basic English grammar, punctuation and spelling. Policies, laws and regulative procedures. Understanding of basic technology.

SKILL IN: Operating tools and power equipment necessary for irrigation system installation, repair and grounds maintenance. Observing and reporting safety hazards and need for maintenance and repair. Learning, understanding, and applying pertinent policies, work standards, and health and safety regulations. Communicating and working with others including the use of interpersonal skills using tact, patience and courtesy. Making decisions and working alone.

ABILITY TO: Maintain routine files and records. Organize own work, set priorities, and meet critical time deadlines. Use tact, initiative, prudence, and judgment within general policy and procedural guidelines. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with others. Operate power equipment for irrigation installation, repair and maintenance. Use interpersonal skills with tact, patience and courtesy. Follow oral and written instructions. Operate power equipment safely and efficiently. Perform heavy manual labor. Work independently with little to no supervision.

WORKING CONDITIONS:

ENVIRONMENT: Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the following physical demands: frequent significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires walking, and standing for various amounts of time. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

HAZARDS: Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; and exposure to flying debris or nails, chemicals and solvents. Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; repetitive hand motion; slipping; flying debris; high pressure hoses; and may be exposed to fecal matter, snakes, insect bites/swarms, ant bites, and

cuts from tools or materials.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

Board Approval Expected: 1-18-23

Salary Range: 495

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Grounds, Senior Leadworker
REPORTS TO: Landscape Manager
DEPARTMENT: Maintenance & Operations
CLASSIFICATION: Classified
SALARY: Teamster Range 590
BOARD APPROVED: January 18, 2022 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Landscape Manager, works in a lead role, performing highly skilled groundskeeping work; exercises judgment in the selection of work methods and procedures used in general ground maintenance; trains and provides work direction to assigned Landscape personnel.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Assist the Landscape Manager in reviewing the landscape and grounds condition of the District's school sites and other properties. **E**
- Trains, provides direction, and participates in the work of personnel engaged in groundskeeping, gardening and field renovation at assigned district schools and facilities. **E**
- Coordinates with Landscape Manager and other trades for the purpose of completing projects and work orders efficiently. **E**
- Assists in creating designs and improvement plans for landscape areas to support campus beautification, including cost estimates and labor planning for such projects. **E**
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information, determining and monitoring the appropriate course of action, and ensuring project success.

- Operates and maintains a variety of grounds maintenance equipment, tools and machinery including mowers, sprayer, edgers, saws, tractors, trenchers, backhoe equipment, sweepers and similar equipment in order to perform large turf mowing, flail-mowing, athletic field maintenance, specialty projects, weed prevention and fire guard maintenance and other necessary grounds work. **E**
- Prepare reports for use of chemicals, schedule dates for application of chemicals and inspect property to determine effectiveness of treatment. Document and ensure that the use of pesticides or herbicides are used in strict accordance with the manufacturer's label instructions, SDS, and is used in conformance with all applicable laws, codes, and regulations. Ensure the appropriate postings of notifications and warnings as they apply to the Safe Schools Act of 2000, and assure proper safety and health regulations and practices are observed. **E**
- Provide training, instruction and participate in the application of weed abatement including, but not limited to, applying chemicals for weed control and eradicating other pests, as assigned. This includes ensuring required federal, state, and district mandated reports regarding pesticide use and department work orders are complete. **E**
- Review work orders, keep records and submit reports as necessary.
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and refers major maintenance and repair to appropriate staff. **E**
- Maintains inventory of all supplies and equipment.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- May drive a truck with a trailer attachment in transporting grounds maintenance equipment from worksite to worksite or green waste to disposal facility.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the District facilities are secure and operational, as needed.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or its equivalent with a combination of training and knowledge equal to a minimum of four (4) years of increasingly responsible experience maintaining school district/parks grounds and recreational facilities.

KNOWLEDGE OF: Methods, materials and tools used in safe work practices including OSHA regulations, as they relate to the position. Read and understand blueprints, technical specifications, Safety Data Sheets (SDS) and related project documentation. Comprehensive knowledge of grounds maintenance procedures including mowing, edging, raking, weeding, cultivating, fertilizing, turf care, irrigation requirements and spraying of flowers, trees, shrubs, grass, etc. Herbicides and other chemicals used in grounds maintenance. Safe operation and maintenance of hand and power tools and equipment used in grounds maintenance. Integrated, environmentally safe pest management practices, including methods and materials used in controlling pests, insects, and weeds. Record keeping techniques. Basic fire safety and security regulations for school facilities. Safety best practices and work methods. Oral and written communication skills. Techniques for providing a high level of customer service by effectively communicating and addressing needs of the public, vendors, contractors, and District staff. Basic English grammar, punctuation and spelling. Policies, laws and regulative procedures. Understanding of basic technology.

SKILL IN: Lead and provide direction/training on methods and procedures to grounds staff. Work safely and efficiently while meeting schedules and timelines. Perform manual labor in outdoor weather conditions such as general landscaping, gardening and grounds keeping activities. Safely and efficiently operate a variety of grounds maintenance tools and motor vehicle equipment. Observing and reporting safety hazards and need for maintenance and repair. Learning, understanding, and applying pertinent policies, work standards, and health and safety regulations. Communicating and working with others including the use of interpersonal skills using tact, patience and courtesy. Making decisions and working alone.

ABILITY TO: Maintain routine files and records. Organize work, set priorities, and meet critical time deadlines. Use tact, initiative, prudence, and judgment within general policy and procedural guidelines. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with others. Use interpersonal skills with tact, patience and courtesy. Follow oral and written instructions. Operate power equipment safely and efficiently. Perform heavy manual labor. Work independently with little to no supervision.

WORKING CONDITIONS:

ENVIRONMENT: Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the following physical demands: frequent significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires walking, and standing for various amounts of time. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

HAZARDS: Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; and exposure to flying debris or nails, chemicals and solvents. Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; repetitive hand motion; slipping; flying debris; high

pressure hoses; and may be exposed to fecal matter, snakes, insect bites/swarms, ant bites, and cuts from tools or materials.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

Requires the possession of the appropriate California Pest Control Applicator License within (6) months.

Board Approval Expected: 1-18-23

Salary Range: 590