



REVISED:  
10/25/2025  
~~03/19/2025~~

Submitted:  
10/14/2025  
~~03/18/2025~~

JOB TITLE:	GROUNDS
DIVISION	OPERATIONS <del>SERVICES</del>
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260/ <del>261</del> DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8960, <del>8961</del> , <del>8862</del>
BARGAINING UNIT:	CLAE

### SCOPE OF RESPONSIBILITIES

Performs all phases of general grounds labor including assisting in the maintenance of pavement, ornamental plantings, grass, and fencing; assists in the moving of heavy equipment; assists in the removal of snow; and other labor as directed by the designated supervisor

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates lawnmowers, tractors, and snow removal equipment
Installs, <del>removes</del> , and repairs all fencing
Cleans fence rows and cuts grass as required throughout the District
Implements tree, shrub, and weed control maintenance program as directed
Repairs, grades, and resurfaces walks and driveways
Performs snow and ice removal
Installs, <del>removes</del> , and <del>repairs</del> playground equipment as required
Moves heavy equipment as required
Completes all trainings and other compliance requirements as assigned by designated deadline
Performs other duties as assigned by supervisor

### PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required ~~occasionally~~ **constantly** (up to ~~50%~~ **100%** of the workweek): balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

### MINIMUM QUALIFICATIONS

<b>MINIMUM QUALIFICATIONS - GROUNDWORKER III, IB/GRADE <del>5</del> <b>7</b> JOB CLASS 8960</b>
High School Diploma or G.E.D.
Valid driver's license <del>and CDL Class A</del>
Five (5) years of experience in grounds or related field
Experience moving and operating heavy equipment

Effective communication skills
<b>MINIMUM QUALIFICATIONS- GROUNDWORKER II, IB/GRADE <del>4</del> 6 JOB CLASS 8962</b>
High School Diploma or G.E.D
Valid driver's license
Three (3) years of experience in grounds or related field
Effective Communication Skills
<b>MINIMUM QUALIFICATIONS- GROUNDWORKER I , IB/GRADE <del>3</del> 5 JOB CLASS 8961</b>
High School Diploma or G.E.D
Valid driver's license
Effective communication skills
<del>DESIRABLE QUALIFICATIONS</del>
<del>Experience in this field</del>
<del>Experience in a diverse workplace</del>
<b>DESIRABLE QUALIFICATIONS</b>
Experience in this field
Experience in a diverse workplace
<b>FOOTNOTE</b>
\$1,800 quarterly CDL stipend for employees in these job class codes that hold, maintain, and utilize CDL Class A
\$0.75 shift differential during adverse weather events, defined as ice accumulation of .5 inch or more or snowfall of 3 inches or more AND at the discretion of the COO.



REVISED: 10/25/2025 Submitted: 10/14/2025

JOB TITLE:	GROUNDS
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	260/261 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8960, 8961, 8862
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
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Performs all phases of general grounds labor including assisting in the maintenance of pavement, ornamental plantings, grass, and fencing; assists in the moving of heavy equipment; assists in the removal of snow; and other labor as directed by the designated supervisor

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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| Operates lawnmowers, tractors, and snow removal equipment                                    |
| Installs, removes, and repairs all fencing   |
| Cleans fence rows and cuts grass as required throughout the District                         |
| Implements tree, shrub, and weed control maintenance program as directed                     |
| Repairs, grades, and resurfaces walks and driveways  |
| Performs snow and ice removal  |
| Installs, removes, and repairs playground equipment as required                              |
| Moves heavy equipment as required  |
| Completes all trainings and other compliance requirements as assigned by designated deadline |
| Performs other duties as assigned by supervisor  |

PHYSICAL DEMANDS
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This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required constantly (up to 100% of the workweek): balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
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| <b>MINIMUM QUALIFICATIONS - GROUNDWORKER III, IB/GRADE 7 JOB CLASS 8960</b> |
| High School Diploma or G.E.D.   |
| Valid driver's license  |
| Five (5) years of experience in grounds or related field                    |
| Experience moving and operating heavy equipment                             |

Effective communication skills
<b>MINIMUM QUALIFICATIONS- GROUNDWORKER II, IB/GRADE 6 JOB CLASS 8962</b>
High School Diploma or G.E.D
Valid driver's license
Three (3) years of experience in grounds or related field
Effective Communication Skills
<b>MINIMUM QUALIFICATIONS- GROUNDWORKER I , IB/GRADE 5 JOB CLASS 8961</b>
High School Diploma or G.E.D
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in this field
Experience in a diverse workplace

FOOTNOTE
\$1,800 quarterly CDL stipend for employees in these job class codes that hold, maintain, and utilize CDL Class A
\$0.75 shift differential during adverse weather events, defined as ice accumulation of .5 inch or more or snowfall of 3 inches or more AND at the discretion of the COO.



REVISED: Submitted:  
10/25/2025 10/14/2025  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR GROUNDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6 7
WORK YEAR:	<del>AS APPROVED BY THE BOARD</del> 260/261 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8367
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Assists the supervisor with the coordination and implementation of grounds projects. Assists in the coordination and administration of the District's grass mowing and snow removal programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates assignments and projects performed by grounds employees

Reviews plans and specifications with vendors regarding grounds projects

Assigns, reviews, and inspects work assigned to employees

Coordinates meetings with Principals on grounds building modification projects

Plans and schedules yearly inspections of District playgrounds and grounds

Supervises and evaluates assigned staff

Coordinates and supervises the District's snow removal and grass mowing operations

Implements best practices and standard operation procedures with the workforce to ensure efficiency of operations

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

~~The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

~~This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.~~

~~The following physical activities are required constantly (up to 100% of the workweek): balancing, bending, climbing, crouching, kneeling, lifting up to 75 lbs., pulling up to 75lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).~~

#### MINIMUM QUALIFICATIONS

High School diploma or G.E.D.

Valid Driver's license
Three (3) years of experience in grounds service work
Effective communication skills
DESIRABLE QUALIFICATIONS
Vocational school training/degree
CDL Class A
Experience and knowledge of all aspects of construction trade
Proven ability to lead others
Experience in a diverse workplace
FOOTNOTE
\$1,800 quarterly CDL stipend for employees in these job class codes that hold, maintain, and utilize CDL Class A



REVISED: 10/25/2025  
Submitted: 10/14/2025

JOB TITLE:	COORDINATOR GROUNDS
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260/261 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8367
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Assists the supervisor with the coordination and implementation of grounds projects. Assists in the coordination and administration of the District's grass mowing and snow removal programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates assignments and projects performed by grounds employees

Reviews plans and specifications with vendors regarding grounds projects

Assigns, reviews, and inspects work assigned to employees

Coordinates meetings with Principals on grounds building modification projects

Plans and schedules yearly inspections of District playgrounds and grounds

Supervises and evaluates assigned staff

Coordinates and supervises the District's snow removal and grass mowing operations

Implements best practices and standard operation procedures with the workforce to ensure efficiency of operations

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required constantly (up to 100% of the workweek): balancing, bending, climbing, crouching, kneeling, lifting up to 75 lbs., pulling up to 75lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School diploma or G.E.D.

Valid Driver's license

Three (3) years of experience in grounds service work

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Vocational school training/degree
CDL Class A
Experience and knowledge of all aspects of construction trade
Proven ability to lead others
Experience in a diverse workplace

FOOTNOTE
\$1,800 quarterly CDL stipend for employees in these job class codes that hold, maintain, and utilize CDL Class A





**NEW:** Revised:      Submitted:  
 10/25/2025      10/14/2025  
 07/01/2019      06/11/2019

JOB TITLE:	FOREMAN GROUNDS
DIVISION	OPERATIONS <del>SERVICES</del>
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	<del>AS APPROVED BY THE BOARD</del> 260/261 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8311
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates activities of employees in field of assignment

Implements production schedules and records worker-hour requirements for completion of job assignment

Assists with enforcement of policies and regulations especially safety regulations

Interprets specifications, blueprints, and job orders to workers, and assigns duties

Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment

Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems

Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures

Trains workers new to field of assignment

Estimates, requisitions, and inspects materials

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.~~

~~This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.~~

~~The following physical activities are required constantly (up to 100% of the workweek): balancing, bending, climbing, crouching, kneeling, lifting up to 75 lbs., pulling up to 75lbs., pushing up to 75 lbs., reaching, standing,~~

and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in field of assignment

Ability to supervise

Knowledge of basic codes, standards, and operations required by field of assignment

Valid driver's license

Effective communication skills

#### DESIRABLE QUALIFICATIONS

License as appropriate to field of assignment

CDL Class A

Leadership experiences

Experience in a diverse work place

#### FOOTNOTE

\$1,800 quarterly CDL stipend for employees in these job class codes that hold, maintain, and utilize CDL Class A



Revised: 10/25/2025  
Submitted: 10/14/2025

JOB TITLE:	FOREMAN GROUNDS
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260/261 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8311
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and coordinates activities of employees in field of assignment
- Implements production schedules and records worker-hour requirements for completion of job assignment
- Assists with enforcement of policies and regulations especially safety regulations
- Interprets specifications, blueprints, and job orders to workers, and assigns duties
- Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment
- Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems
- Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures
- Trains workers new to field of assignment
- Estimates, requisitions, and inspects materials
- Evaluates staff as assigned
- Performs all other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

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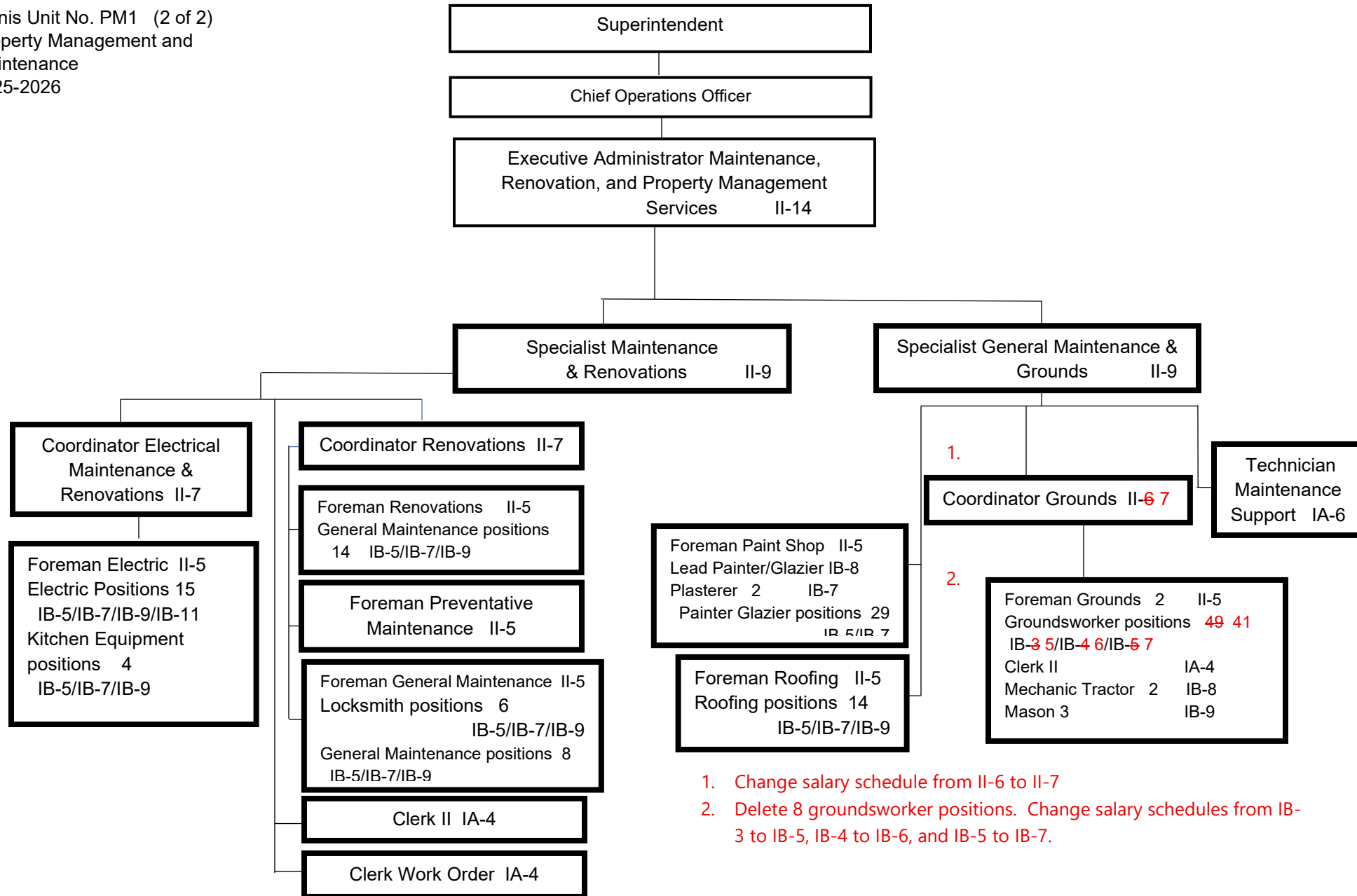
#### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years successful experience in field of assignment

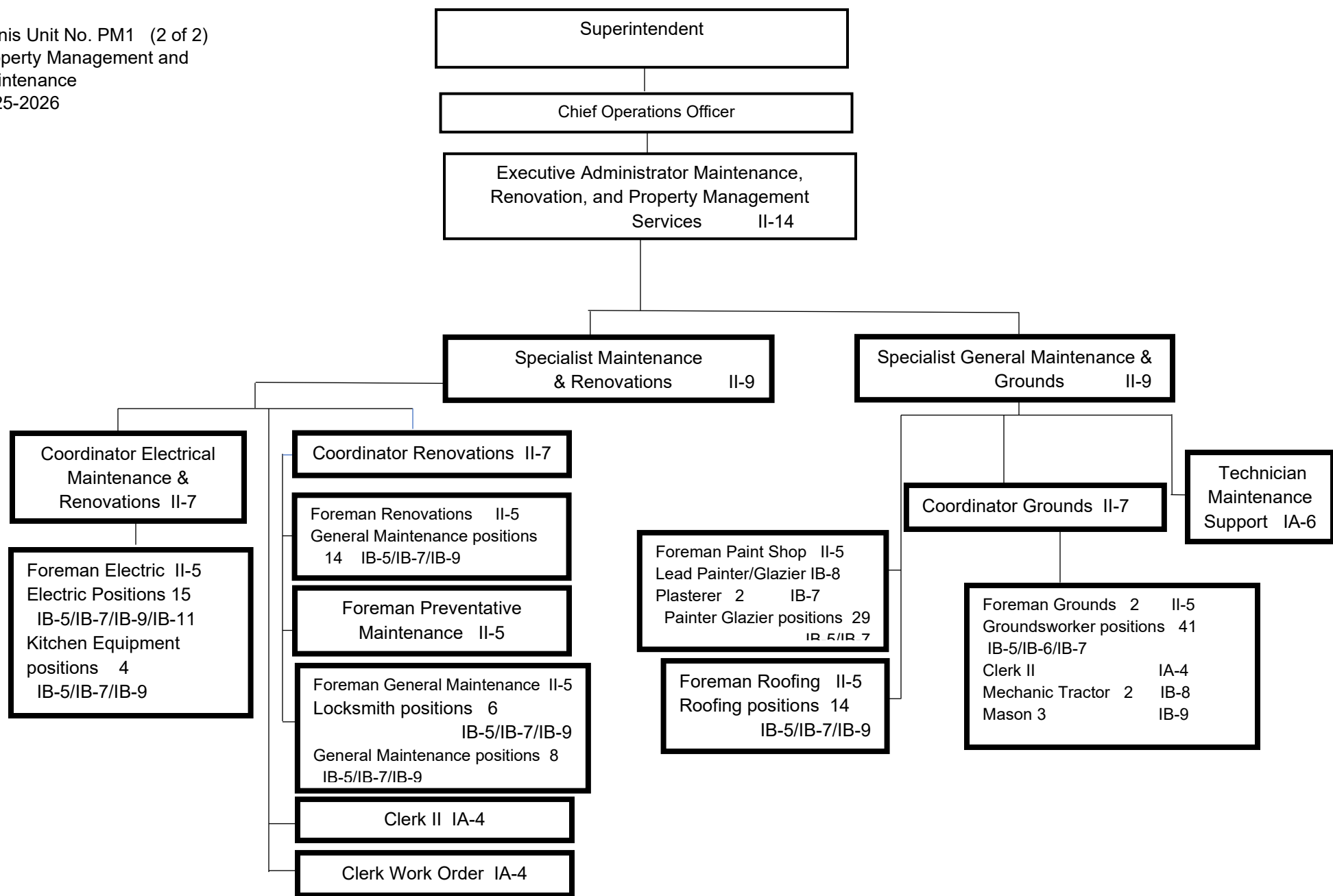
Ability to supervise
Knowledge of basic codes, standards, and operations required by field of assignment
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
CDL Class A
Leadership experiences
Experience in a diverse work place

FOOTNOTE
\$1,800 quarterly CDL stipend for employees in these job class codes that hold, maintain, and utilize CDL Class A



Summary:  
General Fund Positions: ~~464~~ 156  
Categorical Fund Positions: 0



Summary:  
General Fund Positions: 156  
Categorical Fund Positions: 0