



Position Title: **Grounds I**

Department: Maintenance

Reports To: Maintenance Supervisor

SUMMARY: Provides a safe and attractive building and grounds facilities in and on which students can learn, play and develop. Performs a variety of tasks in the care and maintenance of the grounds, athletic fields and facilities, and other areas as assigned. Work schedule will change periodically to meet seasonal and athletic facilities schedule/needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Communicates and works cooperatively with other members of the District staff
2. Uses tools, chemicals, and equipment properly and comprehends and follows oral and written instructions
3. Performs all job related tasks with minimum supervision
4. Presents a positive attitude by appearance, personal neatness and personal habits
5. Performs heavy manual labor, such as: assist with care of all lawn areas including athletic fields by watering, mowing, seeding, fertilizing and spraying as needed
6. Prepares athletic fields and facilities for appropriate activities as prescribed by responsible supervisor or administrator
7. Assists with care of hedges, shrubs, trees, including pruning, trimming, disease and pest control
8. Assists with planting of seeds, bulbs, and annuals as needed and provides care for them during their growing season
9. Assists with installation of sprinkler systems and puts in water pipes
10. Loads truck with trimmings and trash and hauls it to the dump
11. Assists with the pouring of cement and repair of asphalt
12. Assists with installation of fencing and fixes playground equipment
13. Assists in sweeping and picking up papers and other debris from walks and driveways
14. Corresponds with district staff and stakeholders via email
15. May be asked to translate, if applicable
16. May operate forklift; loads and unloads supplies
17. Perform custodial duties in preparing athletic facilities as assigned by supervisor
18. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School graduate or equivalent, and grounds-related work. Experience with and knowledge of operation of power equipment such as gang mowers, tractors, light trucks, sprayers, hedge shears, and provide limited maintenance for same. Knowledge of establishing and maintaining turf, both lawns and athletic fields, landscaping and suitable placement of plant material, or related experience. Knowledge of application, storage and safe use of all chemicals and pesticides. Knowledge of common plant and turf diseases and insect pests and methods for controlling them.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license. The following licenses or certifications are preferred: pesticides related licensing

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read, write and follow oral and written instructions with little supervision.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board policies.

PHYSICAL DEMANDS: 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand; may walk or stand 6-8 hours per day. May drive 4-6 hours per day. May use feet for repetitive movement such as in operating foot controls. Performs heavy physical tasks. Will need to bend, squat, lift or climb stairs and ladders. The employee will lift up to 50 lbs. such as unloading

trucks. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The noise level in the work environment is moderate to high. Work is performed both indoors and outdoors, frequently during inclement to severe weather conditions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exclusive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date