

## GROUNDS TECHNICIAN

<b>Job Title:</b>	Grounds Technician
<b>Initial:</b>	February 9, 2010
<b>Revised:</b>	N/A
<b>Work Year:</b>	261 days
<b>Office:</b>	Operations
<b>Department:</b>	Facilities
<b>Reports To:</b>	Facilities Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 6

### Related Organization Chart



### SUMMARY:

Responsible for maintaining grounds around the schools and support buildings. This will include: mowing, athletic field maintenance, irrigation, plowing, sanding, and other tasks as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions, responsibilities, frequencies, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequencies, and percentages may vary depending upon building assignments and other factors. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mow and weed sod areas around schools, including athletic fields and native areas.
- Pick up trash around schools and other district buildings, including parking lots and athletic fields.
- Work towards achieving district goals regarding conditions of all grounds and athletic fields.
- Perform assigned grounds duties and be responsible for the proper maintenance and condition of areas assigned.
- Following proper procedures for daily vehicle/equipment inspections.
- Perform routine maintenance and emergency repairs as needed.
- Maintain all grounds equipment as assigned.
- Maintain a seeding and fertilizing schedule for the schools that includes aeration, over seeding, and topdressing, track preparation. Also maintain sod areas in front of and around buildings, and schedule work to accommodate sports schedules.
- Perform necessary maintenance on scoreboards, bleachers, ticket areas, fencing and parking lots as assigned.
- Reporting vehicle/equipment deficiencies.

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- Plow and sand parking lots as needed.
  - Generate proper paperwork for grounds departmental duties and responsibilities.
  - Drain and winterize all systems.
  - Operate equipment in a safe and responsible manner. Perform other duties as assigned.
  - Perform all other duties as assigned.

**EDUCATION AND TRAINING:**

- High school diploma or equivalent.

**EXPERIENCE:**

- One year and up to and including two years of experience in maintenance and care of grounds. Commercial/school setting preferred.

**SKILLS and KNOWLEDGE:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7.
- Must remain insurable through the current district's insurance provider.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Criminal background check required at time of hire.
- Valid Colorado driver's license required at hire.
- Pesticide Application preferred at hire.
- Playground Inspection Certification preferred at hire.
- CPR and First Aid certifications required within 6 months after hire.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of mowers preferred at hire.
- Operating knowledge of tractors preferred at hire.
- Operating knowledge of snowplow preferred at hire.
- Operating knowledge of trailer towing preferred at hire.

**SUPERVISION AND TECHNICAL RESPONSIBILITIES:**

- This position has no supervisory responsibilities.

The physical demands, work environment factors and mental functions described below 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.

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**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk; hear; stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee frequently is required to sit; stoop, kneel, crouch, or crawl. The employee is occasionally required climb, balance or smell. The employee must regularly lift and/or move up to 25 pounds frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; outdoor weather conditions. The employee is frequently exposed to exposed to wet and/or humid conditions; fumes or airborne particles; vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; risk of electrical shock. The noise level in the work environment is usually loud.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is regularly required to compare, communicate, and evaluate. Frequently required to analyze, coordinate, compute, and compile. Occasionally required to copy, instruct, synthesize, use interpersonal skills and negotiate.