

Groundskeeper

Purpose Statement

The job of Groundskeeper is done for the purpose/s of maintaining attractive grounds area/s and athletic fields; ensuring the availability of required equipment; protecting against erosion; maintaining grounds for assemblies, recreational activities and/or athletic events; and ensuring assignments are completed in a safe, proper and timely manner. .

Essential Functions

- Cleans landscaped areas and related items (e.g. storm drains, walkways, parking lots, etc.) for the purpose of preventing flooding and removing trash or hazards.
- Coordinates with Unit Manager for the purpose of adjusting irrigation schedules and field preparation.
- Maintains landscaping and athletic fields (e.g. mow/trim lawns, rakes leaves, picks up trash, prunes, trims trees/hedges, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Maintains groundskeeping and playground equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Plants various landscaping materials (e.g. lawns, shrubbery, flowers, lawns, trees, hedges, etc.) for the purpose of keeping the areas attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Responds emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. sand, dirt, furniture, equipment, supplies, fertilizer, etc.) for the purpose of providing materials at job site and between school sites as required to complete tasks.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors, weed whips, mowers, hand & power tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants, shrubs, lawns, etc.; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment.

Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: .

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

IVP Fingerprint Clearance Card
Required, Measles/Rubella
Immunity/Vaccination Valid form I-9

FLSA Status

Non Exempt

Approval Date

Salary Grade

14