

**FOREST HILLS PUBLIC SCHOOLS
GRAND RAPIDS, MICHIGAN**

TITLE: Grounds

REPORTS TO: Lead Grounds

PAY GRADE: Per Current Master Agreement

JOB SUMMARY

The Grounds person is responsible for work required to keep assigned property clean, safe, functional, and secure in accordance with prescribed codes and established District policies and standards. The position is responsible for keeping all district buildings, athletic fields, turf areas, parking facilities, outdoor lighting, landscaping, outdoor equipment, and playgrounds in a condition of operating excellence for full educational use at all times.

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

JOB FUNCTIONS

- Work closely with Lead Grounds and Head Custodians to prepare for scheduled and unscheduled activities.
- Work closely with Lead Grounds to maintain high standards of turf/grounds management.
- Assist with off-hour emergency calls as needed 24 hours/day, 7 days/week.
- Adjust shift time seasonally and on an as-needed basis to address weather related issues (snow, ice, flooding, etc.).
- Assist in areas of district-wide compliance (storm-water system maintenance, pesticide/fertilizer applications, etc.).
- Interact with co-workers, other departments, administration, staff, students, parents, and the community in a positive, supportive, and cooperative way.
- Work with preventative maintenance programs.
- Assist by filling in for custodial, or head custodian positions, as needed or directed by Director of Operations.
- Care of grounds including but not limited to the following:
 - Preparing and maintaining athletic fields and turf
 - Mowing and trimming
 - Sprinkling
 - Weeding, including removing grass and weeds from walk edges, parking areas, fences, and around shrubbery
 - Fertilizing turf, shrubs, and trees as needed or directed
 - Trimming/pruning of shrubbery and trees

- Maintaining cleanliness of sidewalks and steps
- Removing debris from assigned areas, as required
- Removing snow and ice from driveway, parking areas, and walk ways, as needed
- Spreading salt, sand, or other product to prevent slipping
- Maintaining and repairing playground equipment
- Care and use of supplies and equipment including but not limited to the following:
 - Placing all supplies in proper storage area
 - Responsible for the condition, safety, and proper operation of lawn equipment, vehicles and trailers, fencing, athletic equipment, and masonry work
- Perform all duties and procedures within health safety standards as per OSHA and/or MIOSHA.
- Other duties as assigned by Lead Grounds or Director of Operations.

QUALIFICATIONS

- Knowledge, skills and experience necessary to complete work in an efficient manner.
- Ability to establish and maintain effective working relationships with students, staff, and community.
- Ability to effectively communicate in both written and spoken English language.
- High School diploma or equivalent required.
- Prior experience in landscape management, preferred.
- Ability to accept and learn new processes or techniques.
- Ability to operate computer equipment and software to utilize email and work order programs.
- Ability to read and interpret construction documents, preferred.
- Possess a valid Michigan driver's license and a good driving record. CDL license preferred.

ADA REQUIREMENTS

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 job functions.

PHYSICAL REQUIREMENTS

- Stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear.
- Occasionally required to sit.
- Frequently drive vehicles for long periods.
- Frequently squat, stoop or kneel, reach above the head and reach forward.
- Continuously use hand strength to grasp tools and climb onto ladders.
- Frequently bend or twist at the neck and trunk while performing the duties of this job.
- Must be able to lift a minimum of 40 pounds for items such as salt, furniture, and supplies.
- Occasionally push/pull items such as tables, bleachers, scrubbing machines, etc.
- Specific vision abilities include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Exposed to a variety of weather conditions including, but not limited to, heat, cold, rain, snow, and sleet.