

ELIDA BOARD OF EDUCATION

JOB DESCRIPTION

LOCATOR INDEX: 311

Title: Head Outside Grounds Maintenance

Reports to: Athletic Director and Superintendent

FLSA Status: Non-Exempt

Description: Maintain all outside structures at Elida Local school buildings, including central office and bus garage

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Inspect lawn care equipment and prepare for summer use
- Remove all debris such as leaves, paper and other litter from school grounds
- Seed and fertilize lawns where necessary or as per schedule
- Trim shrubs and trees
- Mow all grass areas weekly when possible
- Trim under fences and around all vertical obstructions (trees, light poles, flag poles, buildings and so forth)
- Prepare athletic fields for use – mowing, fertilizing, watering, striping, etc.
- Arrange for and remove snow and ice from parking lots and drives
- Remove all weeds from grass area, athletic fields, and other areas as needed
- Clean, repair, lubricate, and store lawn care equipment at conclusion of season
- Trim and maintain all shrubs and trees
- Apply weed control, sprays, and fertilizer
- Maintain fences, backstops, and cables
- Prepare athletic fields for football, band, baseball games, and practices
- Maintain athletic courts and arrange maintenance of athletic field
- Maintain all playground equipment and structures
- Assemble, disassemble, and repair all bleachers
- Maintain stadium and stadium restrooms, and provide custodial services for stadium restrooms
- Maintain parking lots and driveways
- Arrange for lining of parking lots for parking, traffic control, and identification of assigned parking areas
- Provide for regular clean-up of all grounds, parking lots, and structures
- Arrange for maintenance and repair of all equipment and machinery used in grounds maintenance program
- Arrange for maintenance of all outside lights at athletic fields
- Empty all trash drums at all athletic fields and buildings
- Maintain all score boards at athletic fields
- Supervise 1 full time and 8-10 part-time seasonal employees
- Must be available before or after the normal school day for emergencies
- Help handle/distribute deliveries

- Assist in moving of tables, books, boxes, technology equipment, play/musical props, and other items as needed between buildings
- Maintain flag poles
- Work with athletic teams and facilities on tents, wind screens, etc.
- Prepare, maintain, and winterize concession buildings and outdoor restroom facilities
- Prepare and maintain tennis courts
- Troubleshoot irrigation and water line breaks
- Grade bus lot stone, maintain bus turn-arounds with stone, mark with reflectors
- Clean catch basins

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Instill in students the belief in and practice of ethical principles and democratic values
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent and Athletic Director
- Responsible for handling district trash and recycling programs – working with vendors

Qualifications:

- High school diploma or general education degree or one to three months related experience and/or training, or equivalent combination of education and experience
- Preference may be given to individual with an Associate's or Bachelor's Degree for Turfgrass Management or some related field
- Must have or be able to quickly obtain pesticide and fertilizer licenses
- Must be able to operate power tools, heavy machinery, and other mechanical equipment
- Valid CDL
- Alternatives to the above qualifications as the superintendent and/or board of education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge and skills in plumbing, electrical, mechanical and mixing of chemicals
- Training in the proper care and storage of chemicals, e.g., hazard communication training
- Ability to read and understand verbal and written instructions, written warnings and labels
- Training in OSHA/PERRP rules and regulations

Equipment Operated:

- Pickup truck with trailer
- Various types of lawn mowers and other machinery
- Striping machine
- Fertilizer spreader
- Weed sprayer
- Hand tools, e.g., hammer, screw driver, saw

- Welder
- Drill press
- Saws
- Electrical, plumbing and carpenter tools
- Snow plow
- Power tools, e.g., trimmer, weed wacker

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Frequent operation of a vehicle in inclement weather conditions, e.g., snow plowing
- Occasional weekend/evening work
- Frequent travel between buildings in the school district
- Frequent requirement to work near moving mechanical parts, e.g., lawn mower, power tools
- Frequent exposure to fumes or airborne particles, e.g., pesticides
- Frequent exposure to toxic or caustic chemicals, e.g., pesticides, herbicides
- Frequent exposure to outdoor weather conditions, e.g., heat, cold, rain, snow
- Frequent exposure to loud noises, e.g. lawn mower, weed wacker, power tools

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date