



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Groundskeeper	Department: Activities/Facilities	Bargaining Unit:
Immediate Supervisor: Director of Activities/Facilities	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Director of Athletics/Activities/Facilities and guidance of the District Engineer, is responsible for maintaining facility grounds, athletic fields, and parking lots in and around District buildings. Duties and responsibilities include removing and plowing snow and ice; caring for district lawns; performing landscaping projects; preparing, setting up, marking and maintaining athletic fields for various sporting events; and performing preventive maintenance on grounds equipment.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts lawn maintenance and care activities for all district grounds. Maintains school grounds including mowing, trimming around buildings, collecting and disposing of refuse, spraying chemicals for weed control, watering and landscaping.
 - a) Operates mowers, trimmers, bush cutters, chain saws, trucks, tractors, skid loaders, blowers and other grounds equipment.
 - b) Mows and trims grass around building, fields and lawns.
 - c) Collects and disposes of ground refuse.
 - d) Installs, sets up, tests, and maintains irrigation and watering systems.
 - e) Prunes, trims, and plants trees and shrubs.
 - f) Fertilizes and seeds grounds.
 - g) Sprays weeds for control.
 - h) Performs landscaping projects.
- Maintains, cares for and prepares athletic field for sporting events.
 - a) Performs turf and lawn care.
 - b) Lays out, marks and paints athletic fields (i.e. baseball, football, track, soccer, etc.) for scheduled events, practices and games.
 - c) Maintains benches, fences, bleachers, and irrigation systems.
 - d) Grooms fields, when appropriate.
 - e) Cleans up after games.
- Performs general maintenance and repair activities to grounds equipment or systems.
 - a) Fixes and maintains sprinkler heads, water leaks and systems.

- b) Makes repairs to chairs, chair, railings, etc.
- c) Performs routine maintenance and care of grounds equipment and tools.
- d) Paints doors, walls, or makes general improvements to school grounds.
- Performs and conducts snow removal for all district facilities and lots.
 - a) Removes snow and ice from sidewalks, parking lots, driveways, entrances and areas around buildings of the district.
 - b) Applies sand and salt to all areas to protect the safety of faculty, students and public.
 - c) Operates blowers and large snow removal equipment and loaders in snow removal.
- May assume custodial duties and responsibilities, as assigned.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of requirements of the fundamentals of landscaping, tree care, lawn/turf care and general ground facilities (parking lots, buildings, etc.). • Knowledge of pesticide application and procedures. • Knowledge of tools, equipment, machines and materials used in maintaining grounds and outside facilities. • Preventive maintenance practices and procedures for tools, equipment and machinery. • Knowledge of district safety procedures and requirements in the operation of large machinery, powered equipment, mowers, chemicals, etc.
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year grounds, custodial or maintenance experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: MN Non-Commercial Pesticide Applicator License; CDL Driver's License;	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Operating and maintaining all equipment associated with grounds maintenance, snow removal, tractors and accessories. • Laying out, marking and maintaining athletic fields. • Conducting routine preventive maintenance to grounds equipment, machinery and tools. • Operating mowers, irrigation systems and sprayers. • Reading and understanding documents such as safety rules, operating and maintenance instructions, and procedure manuals. • Applying basic mathematics in determining areas, quantities, adding, subtracting, dividing and multiplying units of measure. • Communicating and cooperating with district staff, supervisors, building administrators, and other district employees.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Lifting/Forcing Exerting</u>	<u>Amount of Time Spent</u>			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand	X				Up to 10 lbs		X		
Walk			X		Up to 25 lbs		X		
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear			X						
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job. Team lifting or use of safety equipment required for items over 100 lbs.

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Some potential hazards and risks associated with the performance of the work include exposure to various hazardous chemicals, fumes, physical injury from operating heavy equipment and power equipment (i.e. mowers, saws, loaders, etc.). Duties are performed outdoors in a variety of weather conditions and subject to unexpected call in due to snow removal and weather conditions.</p> <p>The work environment involves exposure to materials and situations that require following safety precautions and may include the use of protective equipment or safety procedures.</p>
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SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC; Edited 6/2015

