



Job Description Head Groundskeeper

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 260 Days

Experience Required: Two (2) years related work experience in landscaping.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Support Staff.

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: School setting and warehouse.

Certification: Valid driver's license.

Job Summary: Performs regular semi-skilled work in the maintenance, care, and modification of School grounds, athletic fields, and landscapes.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Operate electrically-powered and gasoline-powered groundskeeping equipment and machines.
- Operate a variety of small hand and power tools.
- Planting, cultivating, and trimming grounds and landscaping.
- Make minor repairs (within demonstrated capability) as directed.
- Paint athletic fields, layout fields, mow grass, and weed eat.
- Order supplies and mark commodity order for delivery to appropriate buildings.
- Check supplies orders and sort supplies for buildings and deliver to buildings.
- Prepare and maintain mowers and other electrical equipment as needed.
- Maintain equipment and participate in snow blowing and ice prevention.
- Paint walls, door frames as needed.
- Do minor electrical work, plumbing work, and some wood working.
- Substitute for custodians, head custodian, as needed.
- Repair and replace locks; cut keys for buildings.
- Drive Penske truck for band on trips; cook for band and provide security for band equipment.
- Serve as liaison and maintain close working relationship with administrative staff.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

Effective Date:



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- Methods, materials and equipment used in planting, cultivating, and trimming a variety of types of trees, shrubs, ground cover, flowers and grasses.
- General building maintenance methods and practices including painting, plumbing, floor stripping and waxing, and light carpentry.
- Occupational hazards and safe work practices.

Skills

- Oral communications and relational skills.
- Follow and relay oral and written instructions, policies, and procedures.
- Utilize appropriate tools and equipment in a manner consistent with safety principles.

Abilities

- Identify and eradicate disease or insect damage to plant and turf materials.
- Prioritize tasks at hand.
- Perform manual labor for extended periods of time.
- Work alone and accomplish tasks without supervision.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Lift up to 100 pounds.
- Exposed to extreme weather and temperatures, pollen, and dust.
- Exposure to and use of hazardous chemical compounds for application on trees, shrubs, ground cover, flowers, and grasses.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date