

JOB DESCRIPTION

I. TITLE:

Grounds Tool Person

II. PRIMARY FUNCTION

Maintains all equipment used by grounds persons

III. REPORTS TO

Facility Manager – Grounds

IV. QUALIFICATIONS

- Vocational or Trade School graduate preferred
- Knowledge of plant operation and grounds and field maintenance; cleaning methods and procedures. Minimum experience as determined by the Board.
- Black Seal Boiler's License (preferred) and high school diploma or equivalent training
- Ability to read, write and communicate effectively
- 1 – 3 years of working as or assisting a mechanic preferred
- Good work record
- Good physical health and ability to perform assigned tasks
- Ability to lift at least 50 pounds
- Valid New Jersey CDL driver's license
- Must pass driving test on grounds' vehicles
- Ability to work outside in various types of weather conditions
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Diagnose and fix small engines
- Repair tractors, snow throwers, lawnmowers, weedwackers and leaf blowers, etc
- Blade sharpening, belt changes and grease equipment
- Perform tune-ups/oil changes on grounds equipment
- Tire balancing and replacement on grounds equipment
- Replace starters and snowplow pumps
- Perform snow removal
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Salary and schedule are in accordance with the provisions of the BOE/EPSCMA contract

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Job Description/Section VI Grounds Tool Person

~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011