

Head Groundskeeper

Job Description

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Job Title: Head Groundskeeper/General Laborer

Reports to: Head Maintenance Mechanic

Department: Maintenance Department, Support staff

I. Nature and Scope of Job:

To maintain the physical structures and grounds of the district in a condition of operating excellence so that full educational use may be made at all times.

Terms of Employment:

12 month work year with salary and fringe benefits as per adopted classified staff salary and fringe benefit package. Work week will be established by the maintenance supervisor.

II. Expectations:

1. Maintain a positive attitude that supports the District Mission statement.
2. Maintain a positive and supportive relationship with all people in the workplace.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. Job Functions:

1. Demonstrate aptitude or competence for assigned responsibilities.
2. Capacity to understand detailed instructions.
3. Care for all district land, lawns, playfields, plants, trees and shrubs.
4. Ability to mow, trim, rake, dig, water, and prune to protect all of the above items.
5. Ability to mix/apply fertilizers and herbicides by hand or automatic sprayer/spreader.
6. Maintain sprinkler and well systems including troubleshooting, repair, startup, and winterization.
7. Adjust, repair, and replace sprinkler heads to conserve water.
8. Maintain all equipment used for landscaping by greasing , sharpening, oiling, mixing fuel, and cleaning after use.
9. Paint and stripe fields for all games per sport. Examples are football and soccer.
10. Clear parking lots of snow.

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11. Travel to rural schools as needed.
12. Inspect district grounds on a regular basis as preventative maintenance.
13. Available for early morning and emergency call outs.
14. Performs all other duties and responsibilities as assigned.
15. Maintain a HIGH STANDARD OF SAFETY, CLEANLINESS, and EFFICIENCY while performing duties.

IV. JOB QUALIFICATIONS:

- A. Knowledge, Skill, and Mental Ability:
 1. Ability to speak clearly and concisely.
 2. Ability to communicate in English (orally and in writing).
 3. Ability to make decisions with sound judgement.
 4. Ability to weigh options, think clearly and evaluate accurately.

- B. Education, License, Certification or Formal Training:
 1. High School Diploma or equivalent
 2. Minimum of two to four years' experience.
 3. Successfully pass all district trainings including, but not limited to, Bloodborne pathogens, AHERA, Sexual harassment, Suicide prevention and Bullying.
 4. Must have a valid driver's license and be insurable under the districts insurance.

- C. Physical Demands:
 1. Ability to lift a minimum of 50 pounds on a regular basis.
 2. Requires prolonged sitting, standing, or walking.
 3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
 4. Requires climbing and balancing.
 5. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
 6. Ability to climb up and down ladders.
 7. Ability to push or pull handcarts, mowers, seeders, and spreaders.

- D. Equipment used:

Electrical meter Manual and Automatic Transmission Vehicles and Equipment
Power tools Snow Removal Equipment Tractors Forklift Manlift Mowers

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D. Continued:

Vehicle Mounted Snow plow and Sand spreader Hedge trimmers Chainsaws
Weed eaters Trash pump Blowers

E. Environmental Demands:

1. Ability to cope with school related noise.
2. Ability to work in all types of weather conditions. Hot, cold, snow, rain, and wind.
3. Ability to cope with dust, fumes, and/or odors encountered during job functions.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX Coordinators are Debi Gaines.

5/18/16