



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Groundskeeper

REPORTS TO: Director of Facilities

QUALIFICATIONS:

1. The groundskeeper will have general knowledge of grounds maintenance.
2. He/she shall possess the physical qualities necessary for performing the essential job functions outlined below.
3. The ability to read, write and communicate effectively.
4. The ability to lift 75 pounds at least 20% of the time.
5. Possess basic computer knowledge.
6. Possess a valid driver's license; possession of CDL preferred.
7. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.

GENERAL DESCRIPTION:

The groundskeeper is responsible to the Director of Facilities for the performance of the duties and responsibilities described below.

ESSENTIAL JOB FUNCTIONS:

1. Maintains and cares for school grounds.
2. Cuts and trims turf and field areas.
3. Renovates and maintains athletic fields.
4. Applies fertilizer and chemicals for weed control.
5. Operates and repairs irrigation systems.
6. Maintains the exterior of district building and facilities by pruning trees, hedges and ornamentals in addition to other required care.
7. Mulches shrub beds and areas around trees and maintains areas lining mulch beds.
8. Collects and disposes of leaves and waste.
9. Maintains and repairs concrete and asphalt areas; this includes plowing and shoveling snow, salting and sanding.
10. Maintains and repairs playgrounds for safety, storm drains, equipment and vehicles.
11. Operates landscape, construction equipment and field lighting properly and safely.
12. Repairs and replaces fencing.
13. Lifts 75 pounds at least 20% of the time and 50 pounds 100% of the time and possesses the ability to occasionally lift up to 80 pounds.
14. Bends, lifts, squats, crawls and performs repetitive motions, climbs stairs and ladders, works at heights, shovels, works in the elements, stands for long periods of time and is able to use a hand truck.
15. Wears uniform provided by district and approved work boots or shoes.
16. Moves furniture, supplies and equipment throughout the district.
17. Paints goals, fences, press box, pump house, benches and ticket booths.
18. Identifies and reports safety hazards.
19. Maintains a positive working relationship with district staff.
20. Performs such other tasks and assume such other responsibilities as assigned by the Director of Facilities.

WORK YEAR: Twelve-month employee

DATE APPROVED: January 15, 2019

APPROVED BY: Board of Education