

## POSITION DESCRIPTION

Title: **GROUNDSKEEPER/MAINTENANCE**

Reports To: Administrator/Maintenance Supervisor

### POSITION SUMMARY:

In consultation with the Maintenance Department, the Groundskeeper/Maintenance position will maintain the facilities and grounds in safe operating condition through a preventative maintenance program and assist in resolving immediate operational and/or safety concerns.

### MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent as required by OAR 581-37-030,
2. Experience in landscape or grounds maintenance.
3. 18 years of age or older
4. Valid Oregon Driver's License

### ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Understand and follow oral and written instructions.
3. Operate equipment in a safe manner.
4. Perform basic math necessary to calculate fertilizer and chemical applications.
5. Knowledge of the methods and the use of materials, tools, equipment and chemicals associated with general and grounds maintenance functions.
6. Knowledge of work practice standards for safe use of fertilizers, chemicals, and equipment.
7. Cleans landscaped areas and related items (e.g. storm drains, rain gutters, etc) for the purpose of preventing flooding and removing hazards.
8. Regularly maintains grounds keeping equipment for the purpose of ensuring the availability of equipment in safe operating condition.
9. Maintains landscaping (e.g. lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
10. Plants various landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the areas attractive, and protecting against erosion.
11. Prepares documentation for the purpose of providing written support and/or conveying information.
12. Prepares grounds (e.g. ball fields, courtyards, flower beds, etc.) in a timely manner for the purpose of providing adequate, attractive, and safe areas for recreational and other school activities.
13. Assists, when directed, other personnel for the purpose of supporting them in the completion of their work activities.
14. Inspects system components of the physical plant and grounds for the purpose of

- identifying potential repairs and providing an ongoing program of preventative maintenance.
15. Installs system component parts, playground classroom, and grounds equipment for the purpose of maintaining facilities in a safe and effective operating condition.
  16. Evaluates landscaped areas, equipment, irrigation systems and grounds (e.g. fields, parking areas, etc.) for the purpose of identifying repairs and/or replacement needs and preventing erosion.
  17. Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
  18. Transports various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.
  19. Reports safety and fire hazards to the proper authority.
  20. Responds to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
  21. Reports immediately to the building administrator any damage to school property or major repairs needed.
  22. Complies with local laws and procedures for storage and disposal of trash, rubbish and waste.
  23. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
  24. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
  25. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
  26. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
  27. Assists parents and community members as needed.
  28. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
  29. Complies with professional development activities as required by the District.
  30. Holds expectations for high performance of self and students.
  31. Demonstrates computer literacy and operates software programs as related to job responsibilities.
  32. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
  33. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
  34. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
  35. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. Criminal Justice Fingerprint Clearance
2. Possess and maintain a public pesticide applicators license (must obtain within 6 months of employment)
3. The employee is expected to be dressed and groomed in a neat, clean, and appropriate

professional manner for the assignment and work setting.

4. This position is performed primarily outdoors, although some indoor work may be required.
5. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
6. Possible exposure to bodily fluids due to student or employee illness or injury.
7. May be required to obtain a First Aid and/or CPR Card and serve as a Designated First Aid Provider.
8. May be required to translate and/or interpret.
9. Occasionally performs other duties as required by supervisor

**PHYSICAL DEMANDS:**

Physical Work Requirements:  Yes  No  
If yes, see addendum to Groundkeeper/Maintenance description.

**TERMS OF EMPLOYMENT:**

Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:**

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date