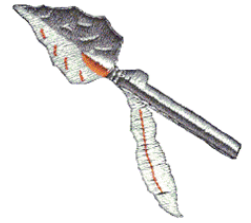


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

Assistant Groundskeeper/Maintenance

Revised: August 2, 2023

Range Assignment: 22

Qualifications:

- High school diploma or equivalent
- Must be 18 years of age
- Must possess and maintain a valid Oregon Driver's License and good driving record; Criminal Justice Fingerprint Clearance
- Ability to operate equipment in the performance of groundskeeping duties
- Public applicator/spray license or ability to obtain within one year

Reports to: Facilities Manager

Job Goals: To ensure maintenance of grounds by planning, leading and performing horticultural work, including planting, watering, trimming, fertilizing, and mowing lawns. Performs maintenance on equipment. May assist in the supervision of students or adult laborers. Assists in maintenance and construction at such times as needed. Transporting for Food Services, out-of-district materials pick-up and other objects as requested.

Essential Job Functions:

- Communicates and works cooperatively with other members of District staff.
- Uses tools and equipment properly and comprehends and follows oral and written instructions.
- Performs all job related tasks with a minimum of supervision.
- Presents a positive attitude by appearance, personal neatness and personal habits.
- Performs heavy manual labor, such as mowing lawns and fields, edging around walks, flower beds, walls and related grounds areas.
- Operates power mowers, edgers trimmers, large mowers and other equipment used in caring for grounds.
- Installs sprinkler systems and puts in water pipes.
- Trims shrubs, hedges and trees.
- Prepares and treats soil for planting.
- Maintains grounds in good repair by performing duties such as pouring cement, repairing asphalt, installing fences and fixing playground equipment.
- Irrigates athletic fields and other grounds areas.
- Empties heavy containers.

- Assists in sweeping and picking up papers and other debris from walks and driveways.
- Operates vehicles in driving to various grounds areas.
- Helps lay out, mark and prepare athletic fields.
- Hauls supplies, chairs and equipment from site to site and assists with deliveries as needed.
- Assists custodians.
- Performs minor maintenance on a variety of gardening and grounds equipment.
- Adheres to all District health and safety guidelines, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Obey all traffic laws and observe all mandatory safety regulations for school vans.
- Check van before each operation for mechanical defects and notify proper authorities in case of mechanical failure or lateness.
- Report all accidents and complete required reports.
- Is punctual and maintains regular attendance
- Performs other related duties as required or assigned.

Physical Requirements:

Performs heavy tasks. In an 8-hour day, may stand/walk 6-8 hours; may drive 4-6 hours. May use feet for repetitive movement such as operating foot controls. Will need to bend, squat, climb stairs/ladders and lift up to 90 pounds.

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

| Physical Requirements | N/A | R | O | F | C |
|--------------------------------|------------|----------|----------|----------|----------|
| Sitting | | X | | | |
| Stationary Standing | | X | | | |
| Walking (level surface) | | | X | | |
| Walking (uneven surface) | | | X | | |
| Crawling | | X | | | |
| Crouching (bend at knees) | | | | X | |
| Stooping (bend at waist) | | | | X | |
| Twisting (knees/waist/neck) | | | | X | |
| Climbing (stairs) | | | X | | |
| Climbing (ladder) | | | X | | |
| Reaching overhead | | | X | | |
| Reaching extension | | | X | | |
| Repetitive use arms | | | | | X |
| Repetitive use wrists | | | | | X |
| Repetitive use hands grasping | | | | X | |
| Repetitive use hands squeezing | | | | X | |

| | | | | | |
|---|--|--|---|--|---|
| Fine manipulation | | | | | X |
| Using foot control | | | X | | |
| *Pushing/pulling Max weight: 90 lbs | | | X | | |
| **Lifting/Carrying Max weight: 90 lb | | | X | | |
| | | | | | |
| | | | | | |

Terms of Employment:

Probationary period, as noted in Bargaining Agreement. Salary according to current schedule. Performance of this position to be evaluated in accordance with the Collective Bargaining Agreement.

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| <p>I, _____ have read and understand the above requirements for this job position.</p> <p>Signature _____ Date _____</p> |
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