



SERVICE WORKER

GROUND AND SUPPORT

JOB DESCRIPTION

JOB TITLE: Grounds and Support
REPORTS TO: Director of Facilities
LOCATION: Campus Assigned

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-10
DAYS: 260
JOB ID & DATE: CLS-15, January 2024

JOB PURPOSE SUMMARY

The School Grounds Worker is responsible for the upkeep and maintenance of the school's exterior grounds, as well as performing custodial duties and light maintenance tasks when outdoor work is not feasible due to weather conditions. This role contributes to creating a safe and visually appealing environment for students and staff.

REQUIREMENTS

Education Level Details

A high school diploma or equivalent

License or Certification

Some positions may require a valid driver's license.

Certified Irrigation Contractor (CIC), Landscape Industry Certified Technician (LICT) or similar certification.

Work Experience Required

Prior experience in grounds maintenance, custodial work, irrigation and light maintenance tasks is preferred.

Other Skills and Abilities Required.

Physical stamina and the ability to perform outdoor and indoor tasks.

Knowledge of landscaping, grounds maintenance, and the operation of related equipment.

Basic maintenance skills, including painting and minor repairs.

Attention to detail and a commitment to maintaining a high standard of cleanliness and safety.

Effective communication skills for interactions with school staff.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Maintain the school's exterior grounds, including mowing lawns, trimming shrubs, weeding, planting, and watering as necessary.
- Keep the outdoor areas free of litter and debris.

- Snow and ice removal from walkways, parking lots and entrances.
- Perform routine custodial tasks, including sweeping, mopping, vacuuming, dusting, and disinfecting surfaces in classrooms, hallways, offices, restrooms, and common areas.
- Collect and dispose of trash and recyclables in designated containers.
- Perform minor maintenance tasks such as painting, changing light bulbs, repairing fixtures, and conducting inspections.
- Operate and maintain grounds maintenance equipment and tools, such as lawnmowers, trimmers, power washers, and painting equipment.
- Monitor and maintain the sprinkler systems on the assigned campus.
- Assist in maintaining the security of the school by locking and unlocking doors and reporting any suspicious activity.
- Report maintenance and repair needs to the appropriate personnel.
- Respond to emergency situations, such as spills or accidents, and perform cleanup as necessary.
- Monitor and report the inventory of cleaning and maintenance supplies, requesting replenishment when needed.

Other Duties

- Perform other duties as assigned.
- Adhere to all safety protocols, policies, and regulations, including the safe use of chemicals and equipment.
- Maintain a professional appearance and conduct when interacting with school staff, students, and visitors.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential

functions of this job.

Physical Demands: While performing the duties of this job, the employee is required to stand, climb or balance, stoop, kneel, crouch, or crawl for extended periods of time in various weather conditions. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance. May be required to work early morning or evening shifts to avoid disrupting school activities.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____