

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Groundskeeper  
**Date Prepared or Last Modified:** November 2022  
**Work Year:** 12 months  
**Department:** Facilities  
**Reports To:** Grounds Supervisor

**SUMMARY** Maintain irrigation systems, including repairing and replacing lines, heads, valves, backflows and controllers; winterizing in the fall, and activating the system in the spring. Care for and maintain school district grounds, landscaping, athletic fields, playground equipment, fences, roofs, sheds, and parking lots. Turf maintenance including mowing, trimming, aerating, fertilizing, sodding, seeding, and herbicide application. Special event setup and tear down. Hardscape installation and repair.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- D 35% Maintain irrigation systems, including repair and replacing lines, heads, valves, backflow devices and controllers, winterizing systems in the fall, and activating in the spring.
- D 2% Perform trash removal throughout the district by emptying various trash containers and barrels and checking grounds for trash and debris.
- D 8% Perform other duties related to grounds maintenance, including fence installation and repair, site surveys, cleaning gutters, painting, grading parking lots, dragging athletic fields, and loading and unloading heavy materials. Install new signs and repair signs as directed throughout the district. Perform site safety and operational checks, including inspecting for hazards, animals, and vandalism. Remove and cover graffiti from walls, doors, and walkways.
- D 20% Prepare and maintain athletic fields and tracks. Perform duties such as watering, rolling, painting, and placing lines. Mow and line trim the grounds. Maintain turf including but not limited to laying sod, aerating grass, edging, fertilizing, replacing sod, application of herbicides, pesticides, and cutting of weeds.
- D 5% Perform landscape maintenance, including planting trees, annuals, perennials, and shrubs; trimming and removing trees and shrubs; filling landscape beds with rock/mulch; and spring and fall cleanups. Attend construction meetings and provide site specific information of district grounds and help facilitate landscape installation and maintenance tasks on district property
- D 8% Perform playground safety inspections, maintenance, and repairs. Add additional landscape material as needed. Install new playground equipment and perform welding and other repair functions on equipment as required.
- D 4% Move, dismantle, and set up as necessary various items and equipment, including chairs, bleachers, tables, cabinets, trunks, etc. Support HVAC techs in changing HVAC filters. Making deliveries for the Facilities department to schools.
- D 2% Manage/Prioritize work load using work order system. Ensure all work order action boxes have been populated with notes, dates, and initials. Complete work orders on a timely basis.
- D 3% Maintain parking lots and sidewalks, including sweeping, pothole repair, grinding lips, and painting lines. Repair, replace, and seal asphalt in parking lots and play areas.
- D 2% Perform inspection of roofs and assist with repairs of minor roof leaks.
- D 5% Respond to emergency situations when needed. Carry and answer the on-call phone when scheduled for the on-call rotation
- D 5% Remove snow from district parking areas, play pads, and sidewalks, using trucks, shovels, and other snow removal equipment.

D 1% Perform other duties as assigned.

**EDUCATION AND TRAINING** High school diploma or equivalent.

**EXPERIENCE** A minimum of two years of experience in grounds and turf maintenance, pesticide application, and irrigation maintenance and repair within the last five years.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Good communication and interpersonal skills. Knowledge of sprinkler repair, maintenance and the ability to read and understand irrigation and landscape plans. Knowledge of pesticide application, fence repair, roof inspection and repair, and playground inspection and repair. Operating knowledge of mowers and snow plows required within 3 months after hire. Operating knowledge of pumps and chemical spraying equipment required within 6 months after hire. Operating knowledge of tractor, backhoe, skid steer, forklift, and welders required within 12 months after hire. Knowledge of and experience with the use of trucks and trailers.

**CERTIFICATES, LICENSES, & REGISTRATIONS** Valid Colorado driver's license. Colorado Department of Agriculture Pesticide Applicator's license with one endorsement required within 1 year after hire. Backflow Prevention Testing Certification required 18 months after hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY** This position directs the work of summer workers. Acts as a resource for others throughout the district and community by ensuring district grounds are safe, clean, and attractive and for summer employees by training them on the use of mowers and tractors.

**JUDGMENT AND DECISION MAKING** Work is assigned by Grounds Supervisor and via work orders. This position requires landscaping, maintenance, and safety knowledge to properly care for district grounds and outdoor equipment and to determine when it is safe to work in various areas (i.e., when students are present). Additionally, this position requires basic supervisory skills to direct the work of others in the absence of the Grounds Supervisor. Work is guided by professional standards and district policies and procedures. Decision making requires collaboration with Grounds Supervisor.

**DIVERSITY OF DUTIES** Requires knowledge of sprinkler repair; concrete installation and repair; asphalt repair; mowers, tractors, sweepers, and other grounds equipment; proper and safe application of chemicals/pesticides; safety standards related to playground equipment and playing fields; turf maintenance; pruning of trees and shrub; animal control; painting; light electric wiring; soldering; plumbing; welding; cutting with oxygen and acetylene; calculating mixtures for chemical spraying; and basic supervisory skills

**SAFETY TO SELF AND OTHERS** Medium exposure to self to bruises and cuts due to hand tools; to chemical burns due to pesticides; to heat burns due to hot equipment and torches; to fractured bones, loss of limb, loss of sight, disfigurement, and fatality due to auto or mower accident; to hernia due to lifting and moving heavy equipment; to disease due to pesticide use; and to repetitive motion injuries due to frequent use of hand tools, riding mowers, and heavy lifting. May also expose others to injuries due to improper use of equipment and inappropriately using equipment or spraying pesticides when others are present.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock; and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to communicate. Frequently required to compare, analyze, evaluate, and use interpersonal skills. Occasionally required to copy, coordinate, instruct, compute, synthesize, and evaluate.