

LYON COUNTY SCHOOL DISTRICT

District Maintenance/Groundskeeper & Transport

Job Group: Operations & Facility Services

Classification: Classified

Terms of Employment: Pay Grade 25 on the Classified Staff Salary Schedule (12 months/8 hr. day)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under supervision by the District Operations Supervisor, the primary responsibility of the District Maintenance/Groundskeeper is to maintain all landscaping within the District to present a neat appearance to students, staff, and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinates and participates in the ground maintenance and landscaping work of the District's school sites and related facilities.
2. Mows and trims lawns, including athletic fields as needed. Edges and trims around walkways, trees, shrubs and flower beds.
3. Performs weed control and pest control as specified using approved herbicides and pesticides. Inspects trees, shrubs and flowers for evidence of infection or infestation.
4. Performs all other general landscaping needs for the District.
5. Performs preventative maintenance and repairs on mowers, trimmers, and other lawn care equipment.
6. Cleans and repairs or replaces sprinkler heads; assists in installing or repairing sprinkler systems; repairs fences, resets fence posts and fastens wire; mixes cement and installs signs and posts; patches asphalt areas and installs parking bumpers; and paints traffic and parking marks on curbs, drives and parking lots.
7. May perform minor carpentry or painting on signs, bleachers, press boxes and athletic equipment; may assist in laying cement for walkways, curbs and gutters;
8. Operates mowers, tractors, backhoes, graders, trucks and related equipment and machinery; loads and transports equipment and supplies; performs preventative maintenance and minor repairs on small engines.
9. Reports major problems (broken sprinklers, vandalism of fields, etc.) to Site Maintenance and District Operations Supervisor.
10. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
11. Regular and consistent punctuality and attendance are essential functions of the job.
12. Performs other tasks related to the position as assigned.
13. May be called upon on off-hours for school emergencies, such as burglaries, vandalism, fires, snow removal, equipment failures, flooding, etc.
14. Ability to operate a manual shift, and automatic shift 10 wheel tractor trailer for transporting construction equipment, hauling playground gravel, construction gravel, sand, road base material and materials related to landscaping and construction.
15. Complete knowledge of tying down and tethering equipment to NDOT specifications to be transported on all Nevada highways and associated roads.

DISTINGUISHING CHARACTERISTICS:

The position is distinguished from other maintenance positions due to the specialized nature of the work and the seasonal nature of some duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Grounds maintenance in an institutional setting
2. Pesticide and herbicide application duties: weed identification, fungicides, insecticides, rodenticide, herbicides and pesticides and federal, state and local laws governing their application and disposal; use of various types of spray equipment; life cycles of common pests, insects, turf weeds, and turf diseases.
3. Safety and hazard precautions; irrigation systems; landscape design and gardening, pruning and landscaping methods and materials;
4. Small engine preventative maintenance and repair; and use and maintenance of gardening tools, machinery and equipment.
5. Basic computer/technological skills
6. performing heavy manual labor under adverse conditions; using gardening and land maintenance tools and equipment
7. Use good judgment in applying established guidelines to solve work problems
8. Work independently and without close supervision but as directed by the District Operations Supervisor
9. Transport equipment from site to site in a safe manner
10. Work and communicate effectively with all people contacted in the work environment
11. Understand and carry out moderately complex written and oral instructions

POSITION REQUIREMENTS:**Education, Training and Experience:**

1. High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).

Licenses and Certificates:

1. A valid Class A Commercial Driver's License that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Certification or ability to obtain certification from the State of Nevada in the handling and application of pesticides and herbicides.

EXAMPLES OF ASSIGNED WORK AREAS:

Lyon County School District schools and grounds, (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, exterior grounds, athletic fields, etc.), offices, construction sites, etc.

WORK ENVIRONMENT:

Strength: Medium/Heavy - exert force to 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. May involve significant stand/walk/push/pull.

Physical Demands: Occasional Frequent climbing, balancing, crouching, and crawling. Frequent stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Vision: occasional near and far acuity, depth perception, and color vision. Must have the ability to enter all areas of a facility including attics and crawl spaces.

Environmental Conditions: Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific

assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Lawn mowers, weed trimers, blowers, sprayers, tractors, loaders etc.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting				
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting			X	
Crawling		X		
Kneeling		X		
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs		X		
Climbing while working (ladder, stools, roofs, poles)		X		
Balancing				
Lifting &/Or Carrying objects:		X		
Up to 50 Pounds or 1/3 Bodyweight		X		
Pushing		X		
Pulling		X		
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)		X		
Fine Manipulation				
Repetitive Work			X	
Weight Bearings		X		
Typing, Keyboarding, or Entering Data				
Computer Monitor/ CRT		X		
Driving a Vehicle				
Working Alone			X	
Operating Machinery or Equipment:			X	
Heavy Equipment	X			
Vibrating Equipment				
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs		X		
Senses:				

Eyes		X		
Visually Demanding Work		X		
Near Vision		X		
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination				
Hearing Protection	X			
Speech Discrimination				
Audio Alarms		X		
Ability to Smell		X		

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____