

LYON COUNTY SCHOOL DISTRICT- HR Department

District Maintenance/Groundskeeper

Job Group: Operations – Facility Services

Classification: Classified

Terms of Employment: Pay Grade 24 on the Classified Staff Salary Schedule (12 months/8 hr. day)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under supervision by the District Operations and Maintenance Supervisor or designee, the primary responsibility of the District Groundskeeper is to support maintenance and inspections, and maintain all landscaping within the designated area 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 applications. 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. Monitors, repairs and improves sprinkler coverage to ensure adequate watering.
7. Supports Site Maintenance with ground improvements and special landscaping projects.
8. Grounds inspections; compliance and record keeping
9. Reports problems (vandalism of fields, etc.) to Site Maintenance and District Operations and Maintenance Supervisor or designee.
10. Performs snow removal (manual or otherwise) as directed by District Operations and Maintenance Supervisor or designee.
11. Assists District Maintenance team in projects as assigned
12. Performs other tasks related to the position as assigned.

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. Proper use and application of chemicals such as herbicides, pesticides, plant food, etc.
3. Basic computer/technological skills
4. Basic knowledge of automated sprinkler systems.
5. Use good judgment in applying established guidelines to solve work problems
6. Work independently and without close supervision but as directed by the District Operations and Maintenance Supervisor
7. Transport equipment from site to site in a safe manner
8. Ability to work cooperatively with employees, students, and the public.
9. 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.).
2. Flexible scheduling, including working some weekends when necessary in lieu of Mondays.

Licenses and Certificates:

1. A valid 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 from the State of Nevada in the handling and application of pesticides and herbicides.
3. Any licensing pertaining to essential duties listed above.

PHYSICAL CAPACITY REQUIRMENTS 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: _____