



Summer Groundskeeper

Reports to: Maintenance Supervisor

PURPOSE STATEMENT

To provide a clean, attractive, and safe campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Notify maintenance supervisor of needed items for properly maintaining facilities.
- Participate in regular reviews of job performance.
- Secure outside buildings and gates when finished with use.
- Operate necessary equipment appropriate for each job function.
- Keep equipment in good working condition and report to supervisor any repair or maintenance needs.
- Mow - up to 55% of weekly duties. Weed eat, prune, and edge - up to 20% of weekly duties.
- Operate, maintain, and adjust automated sprinkler systems. Maintain control of undesirable vegetation. Comply with state regulations for posting and record keeping for all chemicals used in groundskeeping duties. Expected to be 20% of weekly duties.
- Keep concrete surfaces, hedges, bushes, flower beds, xeriscaping, and fences free of debris. Expected to be 5% of weekly duties.
- Communicate in a positive professional manner at all times with personnel and community for the purpose of maintaining good working relationships.
- Submit time sheets to maintenance supervisor for review on a monthly basis. If assigned multiple campuses, time sheets should include hours spent per campus.
- Perform any other duties as assigned by supervisor.

QUALIFICATIONS

- Adhere to standard safety practices.
- Have sufficient physical stamina to lift, carry, or move items up to 75 pounds as required to carry out the duties of the job, and have knowledge of appropriate methods of lifting and handling heavier objects.

- Be willing and able to operate and service a variety of equipment, and adhere to operation guidelines.
- Be able to handle and store hazardous materials.
- Must have a satisfactory driving record secured through the Wyoming Department of Transportation and maintain insurability if using school district transportation.
- Capable of performing basic math, including: calculations, using fractions, percentages, and ratios; read and comprehend a variety of materials; and follow oral instructions.

TERMS OF EMPLOYMENT

- May 1 through October 1 (and as needed when school is in session and 30-40 hours per week during summer). This will vary due to seasonal demands and weather.
- Compensation based on district wage schedule
- Designated by notice of assignment

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Performing the job duties of this position requires the following physical demands: reaching, lifting up to 75 lbs., standing, walking, carrying, bending, stooping, kneeling, crouching, sitting and/or crawling.
- Duties are performed outside and in a work environment involving manual labor, noise, dirt and dust, fumes and hazardous materials. The noise level in the work environment is usually moderate but will be noisy at times depending on the equipment being used.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.