

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

GROUNDSKEEPER

JOB GOAL

To ensure that all district physical facilities are landscaped in an inviting and attractive manner. To provide students with safe and attractive playing areas and that interscholastic playing fields are prepared according to NJSIAA regulation.

QUALIFICATIONS

1. Ability to follow supervisor's directions.
2. Shall be able to read and understand:
 - a. Formulas for chemical application and field layout.
 - b. Maintenance manuals on equipment.
 - c. Dilution factors when applying various chemicals.
3. Demonstrate aptitude for successful completion of tasks assigned.
4. Must secure Black Seal Boiler License within one year of employment.
5. Must secure appropriate chemical application licenses as per the direction of the Business Administrator/Board Secretary.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Maintain and care for school grounds.
2. Ability to safely operate all grounds vehicles and equipment.
3. Perform maintenance to grounds vehicles and equipment.
4. Demonstrates responsibility for building and field security.
5. Reports vandalism and repairs to the Building and Grounds Supervisor.
6. Demonstrate initiative in the performance of duties.
7. Care for tools and equipment.
8. Perform miscellaneous services such as moving supplies or furniture, snow removal and other duties assigned.
9. Utilize good judgment in performance of work required.
10. Exhibit positive attitude toward job.
11. Cooperate with fellow employees.
12. Start work and end work on time.
13. Successfully complete task assigned.
14. Work successfully without close supervision.
15. Demonstrate dependability when reporting for work.
16. Set up and break down Board Room for meetings as needed.
17. Pick up trash around property daily.
18. Check the cleanliness and supplies of porta pots on school grounds daily.
19. Adheres to related federal and state laws, and Board of Education policies and regulations.
20. Accept all other duties and responsibilities as assigned.

ESSENTIAL SKILLS/ABILITIES

1. Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
2. Detail-oriented and thorough.
3. Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
4. Ability to keep the school clean and orderly.
5. Ability to interact with staff, students, parents, and visitors at school while remaining professional, polite, and courteous.
6. Ability to access school email.
7. Regular attendance.
8. Prolonged periods of standing and walking.
9. Ability to traverse school facilities and grounds.
10. Must be able to lift, bend, stoop, climb and reach at least 50 pounds at a time.
11. Must be able to perform all other physical tasks as outlined in the Fitness for Duty paperwork.

REPORTS TO

Building and Grounds Supervisor, Business Administrator, and Principal.

TERMS OF EMPLOYMENT

Full-Time: Twelve month salaried employee. Vacations, salaries, benefits, and overtime as per contract.

Part-Time: Twelve month hourly employee up to a maximum of 29 ¾ hours per week. No health benefits.

EVALUATION

Performance of this position will be evaluated by the Building and Grounds Supervisor.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **February 27, 2014**
AMENDED: **June 23, 2016**
AMENDED: **July 27, 2017**
AMENDED: **March 27, 2024**