

TITLE: GROUNDS/MAINTENANCE PERSON

QUALIFICATIONS:

1. High School graduate or trade school equivalency
2. Must pass physical examination
3. Physical condition to withstand rigors of the job requirements
4. Must be able to lift unassisted a minimum of 50 pounds
5. Good moral character
6. Experience in phases of grounds management as indicated by some special license or previous work experience
7. Must hold a valid New Jersey Drivers License
8. Must earn a Black Seal Boiler License within one (1) year of employment
9. Must earn a valid N.J. Pesticide License in categories as directed by the board
10. Shall have an in-depth knowledge of small engine maintenance and mechanical repair practices, welding, etc.

REPORTS TO: Supervisor of Buildings and Grounds

JOB GOAL:

To maintain the grounds of all district owned schools and leased properties in condition of safety, neatness and aesthetic attractiveness, so that each student may be provide with an outdoor environment both pleasing to look at and good to play in.

PERFORMANCE RESPONSIBILITIES:

1. Maintains and cares for school grounds including athletic fields, playgrounds, lawns, sidewalks, roads, parking areas, storm drains, exterior and interior painting.
2. Takes immediate action on any hazardous health or safety condition observed, reporting same to supervisor.
3. Plants and maintains shrubbery, trees, lawns, and other plant material.
4. Prepares and cultivates planting beds. Prunes trees and shrubbery, trims hedges to promote growth and improve appearance.
5. Mows lawns with hand and power equipment.
6. Applies fertilizers and other chemicals under authorized supervision.
7. Repairs sidewalks, drives and parking areas as required.
8. Cleans and repairs catch basins and exterior drainage as needed.
9. Shovels and/or plows snow as needed. Sands/salts icy areas district-wide to prevent slipping.
10. Collects and disposes of refuse and leaves.
11. Adjusts, repairs, and maintains all hand and power equipment.

Approved at the March 10, 2014 Board Meeting

12. Maintains and stores vehicles, equipment and tools in a safe, clean, working condition.
13. Assists in unloading, storing, and distributing supplies.
14. Assists in correcting emergency conditions, fire, flood, and vandalism, etc.
15. Services, as called upon, in such other capacities to maintain continual, uninterrupted operational services such as, but not limited to, assisting in custodial and maintenance duties and operations.
16. Complies with all safety regulations as required by federal, state, local and board of education.
17. Performs other functions and duties as assigned by the Buildings and Grounds Supervisor, Superintendent and/or Business Administrator.

**TERMS OF
EMPLOYMENT:**

Twelve-month year. Salary, vacation and work year/schedule to be determined by the Superintendent in consultation with the Board of Education and in accordance with the collective bargaining agreement.

EVALUATION:

Performance of this position shall be evaluated by the Buildings and Grounds Supervisor or designee in accordance with the District's policy for the evaluation of non-certified staff.