

# Monroe-Gregg School District

## Role Description



**Job Title: Groundskeeper**

**Location: Transportation Department**

**Job Group: Classified- Non-Exempt (260 Days)**

**Reports to: Outdoor Grounds Director**

The groundskeeper performs a variety of grounds maintenance duties to help assure a clean, safe, and attractive environment for students, staff, and community members. Weekly service hours are forty (40) hours per week.

### Essential Responsibilities:

- Performs a wide variety of tasks related to the regular maintenance and repair of school grounds:
  - Preparation and maintenance of athletic fields and surrounding landscape.
  - General clean up to include picking up and removing paper, trash, trimmings, and debris from grounds areas, parking lots, playgrounds, athletic fields, and other assigned areas; empty trash receptacles, report need for repair or unsafe conditions.
  - Plant, cultivate, prune, spray, fertilize, and irrigate flowers, trees, grass, hedges, etc.
  - Edge walkways, pull weeds, rake leaves, sweep litter from walks, driveways, and other areas.
- Operates and maintains a variety of equipment such as mowers, edgers, blowers, sprayers, gardening tools, etc.
- Applies approved methods of controlling weeds and other pests according to established procedures.
- Assists with repair activities to include tree removal, fence repair, concrete repair, and others as requested.
- Loads, unloads, hauls, and transports supplies, clippings, debris, materials, and equipment as required.
- Monitors campus for grounds maintenance to assure safety, resolve issues, or notify others.
- Maintains groundskeeping equipment and supplies to ensure availability in safe operating condition.
- Follows all safety procedures to ensure compliance with federal, state, county, and district policies/procedures.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the outdoor grounds director regarding issues and concerns.
- Other duties as assigned by the outdoor grounds director.

### Essential Qualifications:

- Valid Indiana driver's license.
- Previous experience in custodial or groundskeeper field strongly preferred.
- Must pass a criminal background check and drug screen per district policy.

### Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires heavy physical work; lifting, pushing, or pulling required of objects up to 100 pounds.
- Physical work is a primary part (more than 70%) of the job.
- Work involves standing and walking for extended periods of time.
- Consistent requirements to hear, see, reach, stretch with arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard outdoor maintenance equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.

**Environmental Conditions:**

The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of protective equipment. Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns, and skin absorption. Electrical shock is a risk involved in working with electronic equipment such as tools and lighting. The potential for risks and hazards can be significantly minimized with proper training, skills, and proper use of safety equipment and risk management procedures.

**Terms of Employment and Evaluation:**

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

**Acknowledgement:**

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

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Employee Signature

Date

*Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.*