

**JOB TITLE:** GROUNDS KEEPER

**QUALIFICATIONS:**

1. High School diploma, equivalent (GED), or demonstrated proficiency through previous job experience and/or training in related performance responsibilities listed below.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
3. Good knowledge of equipment, techniques, and application of materials related to the field such as mechanical knowledge of equipment, application of chemicals, growth schedules and preventive maintenance.
4. Knowledge of potential hazards inherent in equipment used and safety procedures to avoid dangerous situations
5. Flexible in dealing with Athletic Staff and Maintenance Staff.
6. Physically capable of enduring extreme environment conditions, while performing labor intense activity.
7. Good working knowledge of equipment and maintenance schedules.

**REPORTS TO:** Buildings and Grounds Supervisor, Assistant Superintendent

**JOB GOAL:** To maintain all facets of building and grounds appearance to the highest standard, while keeping the equipment in good working order.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain all lawn and grounds, mowing and weeding, pruning, preventive spraying and fertilizing
2. Schedule all equipment maintenance to keep down operating costs
3. Maintain all sidewalks, parking lots, easements, roads and accesses
4. Cooperate with coaching staff with the upkeep of the athletic fields
5. Maintain of athletic fields and fertilizing schedules and removal of organic materials
6. Perform and utilize all safety checks and procedures while still completing jobs in timely fashion
7. Upkeep of all signage, fencing and boundaries of the district
8. Perform general building maintenance upkeep for buildings such as gutters, and minor structural repair
9. Communicate with Grounds supervisor of all maintenance issues related to grounds operations

**EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Grounds Keeper)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Assistant Superintendent)