

# SCHOOL DISTRICT OF BRADFORD COUNTY

## JOB DESCRIPTION

### LAWN AND GROUNDS SPECIALIST

#### MINIMUM QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Experience with basic lawn equipment and operation
- (3) Ability to pass a tractor safety test
- (4) Must possess or be able to obtain a valid public pesticide applicator license
- (5) Satisfactory criminal background check and drug screening
- (6) Complete satisfactory Department of Corrections background check
- (7) Complete two-day training with Department of Corrections for inmate supervision
- (8) Valid Florida Driver's License

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of safety and materials handling; Knowledge of plant identification and control; Knowledge of basic equipment operation and maintenance; Knowledge of Department of Agriculture rules/regulations for pesticide use; Knowledge of drainage; Skills in organization and record keeping; Skills in effective communication; Ability to read chemical labels and MSDS sheets; Ability to initiate and complete work orders; Ability to safely operate motor vehicles pulling loaded trailers; Ability to work independently and prioritize multiple tasks and adapt to needed changes; Ability to cut lawns using hand, power or riding mower;

#### REPORTS TO:

Director of Maintenance and Facilities

#### JOB GOAL:

To independently perform, as well as supervise inmates to perform a wide range of landscape and maintenance duties, working safely with gas- and diesel-powered equipment including mowers, tractors, chainsaws, etc, and attend to plants, trees and lawns on assigned campuses.

## **SUPERVISES:**

N/A

## **PERFORMANCE RESPONSIBILITIES:**

1. Perform a full range of landscape maintenance duties including leaf removal, pruning shrubs and trees, spraying and fertilizing, lawn care and watering.
2. Supervise a crew of inmates in all ground care activities.
3. Transport inmates to and from prisons and jails.
4. Remove litter and empty trash cans.
5. Perform and supervise the maintenance of the District's athletic fields.
6. Clean roads, parking lots and walks to ensure safety for pedestrian and vehicular traffic.
7. Construct carpentry features and masonry structures for special landscape projects.
8. Perform and supervise the preparation and application of herbicides and insecticides to grounds in compliance with all federal, state, and local regulations.
9. Provides full care for designated indoor plants.
10. In the event of unscheduled closures due to weather events and/or other circumstances, is considered "essential personnel" for reopening the schools.
11. Install, repair and use manual and electronic watering systems to ensure adequate moisture for plantings and turf.
12. Assist the maintenance department in the repair and maintenance of all property in the open.
13. Ensure stadiums and grounds are cleaned after all athletic events.
14. Apply fertilizer to ground to enhance growth.
15. Cut and remove tree limbs and debris.
16. Rake, mulch, and prune grounds as needed.
17. Performs vector control including trapping and disposing of small animals and insects.
18. Work in a safe manner leaving work areas safe during and after work projects.
19. Maintain appropriate records both manual and computerized which includes chemical logs and pesticides, material safety data sheets and various inventories.
20. Select and establish new plants and plantings.
21. Maintain district signage.
22. Maintain related records concerning time, labor and materials; maintain log of tasks performed and write reports as required.
23. Maintain regular attendance.
24. Maintain a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
25. Respond to inquiries or concerns in a timely manner.
26. Respond to emergency calls to troubleshoot and make grounds repairs.
27. Keep district administration informed about potential problems or unusual events.
28. Support the goals and priorities of the District.

29. Represent the District in a positive and professional manner.
30. Perform other incidental tasks consistent with the goals and objectives of this position.
31. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Heavy Work- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

**TERMS OF EMPLOYMENT:**

Salary and Benefits shall be paid consistently with the District's approved compensation plan; 256 days per year; 10-hour shifts;

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**JOB DESCRIPTION SUPPLEMENT:**

Job Description Supplement 8

**SALARY SCHEDULE:**

Non- Instructional Salary Schedule; Lane 5