



SEASONAL HIRE - GROUNDS JOB DESCRIPTION

JOB INFORMATION

TITLE: Seasonal Hire - Grounds

EMPLOYEE GROUP: Classified **ADDITIONAL JOB CODES:** 708.2

SHIFT: As Assigned

TERM OF EMPLOYMENT: Part Time, On Call Basis

HOLIDAYS: None

LOCATION(S): District Wide Properties

RATE OF COMPENSATION: Per the Classified Compensation Plan

FSLA: Exempt _____ Non-Exempt _____

Last Edited On: 05/29/2019 Board Approval Date:

ORGANIZATION

DEPARTMENT: Grounds and Properties **REPORTS TO:** Groundskeeper

JOB SUMMARY & QUALIFICATIONS

The assistant works under the direction of the Head Groundskeeper to ensure grounds are kept in the optimum conditions to reflect the district's quality programs.

QUALIFICATIONS

- a. Work independently to complete assigned work orders and assignments;
- b. Possess experience or knowledge of operating grounds equipment (mowers, line painters, sprayers, and trimming equipment);
- c. Be in good physical condition for heavy lifting;
- d. Possess basic computer skills;
- e. Experience preferred in welding, hydraulics, small engine repair, corrosion control, and low pressure pneumatic systems;
- f. Organize tasks, communicate task details, capable to function in a team effort to ensure the district grounds program enhance District facilities; and
- g. Possess a valid Pennsylvania State Driver's License and clean driving record.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Assist in maintaining District machinery and equipment that is used in the scope of work;
- b. Assist in maintaining machinery/equipment servicing and maintenance records;
- c. Assist in maintaining grounds and athletic fields at the senior high, Mt Rock and middle school for physical education classes and athletic events as directed;
- d. Assist in preparing athletic and physical education fields for scheduled events;
- e. Clean athletic fields and outdoor facilities after District events;
- f. Assist maintenance technicians in doing repair work when directed;
- g. Work with and support the maintenance staff during off seasons as determined;
- h. Use computer software (i.e., Word, Excel, and E-mail) to track equipment and communicate grounds maintenance issues;
- i. Assist in executing the district's IPM program in regards to the grounds program;
- j. Assist in facilitating the installation of new equipment as well as the replacement and/or proper upkeep of existing equipment;
- k. Assess, schedule, and perform preventive maintenance (PM) actions on grounds machinery, equipment, lawns, gardens, and athletic fields. Provide PM assistance to maintenance and custodial personnel as required;
- l. Assist the maintenance and custodial staffs in snow removal when required;
- m. Work beyond regular working hours in the event of scheduled, rescheduled, or delayed events, removal of snow, or building checks as assigned;
- n. Assist maintenance personnel in opening the building and moving supplies and equipment;
- o. Notify proper individuals in the event of emergencies; and
- p. Operate District vehicles independently, via a valid driver's license, to complete job responsibilities and to fulfill district-wide maintenance needs.

MISCELLANEOUS RESPONSIBILITIES

- a. Perform all other duties as directed by Groundskeeper and/or District Administration;
- b. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

WORK ENVIRONMENT

- a. Primarily outdoors in all weather conditions. With some indoor work in bad weather or for equipment maintenance.

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings;
- b. Frequent walking throughout various areas;
- c. Occasional lifting up to 75 pounds; and
- d. Regular bending, stooping, twisting, reaching, grasping, walking, sitting, climbing, riding, and driving.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use telephones, and communicate with co-workers, students, parents, and guests; and
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations;
- b. Must be able to interact well with various publics and individuals;
- c. Must be able to work as a member of a team; and
- d. Must be cooperative, congenial, and service-oriented.

COGNITIVE ABILITY

- a. Must be able to handle and prioritize multiple tasks;
- b. Must be able to think and to work independently;
- c. Must be able to make decisions regarding detail work; and
- d. Must be able to follow-through to completion assigned tasks with minimal supervision.

SPECIFIC SKILLS

- a. Ability to operate office equipment;
- b. Must appropriately handle confidential information; and
- c. Ability to manage a department with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.