



JOB INFORMATION

TITLE: Groundskeeper

EMPLOYEE GROUP: Classified **ADDITIONAL JOB CODES:** 708

SHIFT: As Assigned. Shift may vary based on need.

TERM OF EMPLOYMENT: Full Time, 12 Month Position

HOLIDAYS: Per Classified Compensation Plan

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:** Business Manager

JOB SUMMARY & QUALIFICATIONS

The Groundskeeper is directly responsible to the Business Manager. The Groundskeeper discusses grounds requirements with school administrators 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 and define, plan, schedule, and execute the District's grounds program;
- b. Possess experience or knowledge of operating grounds equipment (movers, line painters, sprayers, and trimming equipment);
- c. Possess at least one (1) year experience in institutional maintenance or a related field of work;
- d. Be in good physical condition for heavy lifting;
- e. Possess basic computer and research skills;
- f. Hold and maintain current Pennsylvania Pesticide Certification, Category 23 (Park/School Pest Control);
- g. Possess satisfactory skills in welding, hydraulics, small engine repair, corrosion control, and low pressure pneumatic systems;
- h. Organize tasks, communicate task details, and supervise small temporary teams and volunteers to ensure the district grounds program enhance District facilities;
- i. Possess basic mathematical skills required to calculate distribution rates, equipment usage, etc. to assess or calculate products to be used or purchased for the assigned tasks; and
- j. Possess a valid Pennsylvania State Driver's License and clean driving record.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Maintain District machinery and equipment that is used in the scope of work;
- b. Maintain machinery/equipment servicing and maintenance records;
- c. Develop and maintain a replacement schedule for District machinery and equipment;
- d. Research, recommend, and coordinate upgrades of and replacements for District machinery and equipment;
- e. Maintain grounds and athletic fields at the senior high and middle school for physical education classes and athletic events as directed;
- f. Prepare athletic and physical education fields for scheduled events;
- g. Clean athletic fields and outdoor facilities after District events;
- h. Maintain grounds and athletic fields cost data and advise on best business practices for ensuring a safe athletic environment and environmentally safe grounds practices;
- i. Recommend to the Business Manager a field recovery rotation schedule;
- j. Plan and oversee the grounds mowing and shrubbery trimming seasonal workload for the senior high and middle school grounds complex;
- k. Provide guidance and assistance to appropriate staff regarding the elementary school mowing and shrubbery trimming seasonal workload;
- l. Assist maintenance technicians in doing repair work when directed by the Business Manager
- m. Work with and support the maintenance staff during off seasons as determined by the Business Manager;
- n. Use computer software (i.e., Word, Excel, and E-mail) to document inventory data, assess costs, track equipment, and communicate grounds maintenance issues;
- o. Use historical data, current trends, and legislative requirements to research, plan, order, distribute, and assess ground product effectiveness to ensure the District schools present a pleasing visual appearance to the school community and public at large;
- p. Execute the District's IPM program in regards to the grounds program;
- q. Coordinate and facilitate the installation of new equipment as well as the replacement and/or proper upkeep of existing equipment;
- r. Oversee Assistant Groundskeeper and Seasonal Hires;
- s. Notify proper individuals in the event of emergencies; and
- t. 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 Director of Maintenance Services and/or District Administration;
- b. Engage in professional learning as necessary to effectively perform all responsibilities of the position; and
- c. Expected to report to work beyond regular working hours to make repairs of an emergency nature, snow removal and other weekend activities, as assigned.

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
- 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
- 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
- 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
- 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.
- 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.