



5301 Monona Drive, Monona, WI 53716    P: 608-221-7660    F: 608-221-7688

## Position Description

|                               |                                     |
|-------------------------------|-------------------------------------|
| <b>Position Title:</b>        | District Grounds                    |
| <b>Department / Location:</b> | Buildings & Grounds / District-wide |
| <b>Reports to:</b>            | Building and Grounds Director       |
| <b>Employees Supervised:</b>  | None                                |
| <b>Classification:</b>        | Non-exempt                          |
| <b>Status:</b>                | 12-month                            |
| <b>Created / Revised:</b>     | November 2025                       |
| <b>Board Approved:</b>        | N/A                                 |

### **Position Summary**

Under the direction of the Building and Grounds Director, the District Grounds ensures the upkeep, cleanliness, and improvement of all grounds, athletic fields, grounds equipment, and assigned buildings.

### **Essential Functions and Responsibilities**

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

#### **Essential Functions**

1. Organize schedules for temporary/seasonal workers.
2. Perform seasonal maintenance and start-up operations on lawn equipment.
3. Maintain cleanliness and safety of sidewalks and parking lots; including salting, sanding, and removing excess snow.
4. Perform/direct line painting operations.
5. Operate and maintain all grounds equipment.
6. Install signs and posts and repair fencing.
7. Remove brush, dead trees, and low hanging limbs.
8. Coordinate and perform snow and ice removal, including plowing, salting, sanding, and calling in external plow crews.
9. Maintain ball fields for games, including dragging, lining, clearing debris, leveling, and applying herbicides/pesticides.

10. Train temporary/seasonal workers on expectations, safe operation, and maintenance of equipment.
11. Aerate, over-seed, fertilize, and repair/maintain athletic turf.
12. Maintain facility plantings, beds, and landscape areas.
13. Order and purchase supplies and equipment as directed.
14. Perform inspections and repairs on District athletic equipment on grounds and gymnasiums.
15. Perform playground equipment inspections.
16. Maintain a regular and reliable work schedule
17. Perform other duties as assigned.

#### **Additional Job Functions**

1. Attend required meetings and participate in training on work procedures and safety.
2. Seek assistance, advice or a decision from supervisor or management when situations arise which are outside of the scope of normal duties or require a decision or response for which the employee is not trained or authorized to make.
3. Maintain knowledge of safe practices and equipment used to perform duties.
4. Know, understand and follow applicable school safety policies and procedures, including but not limited to: proper lifting techniques, operation of equipment, mixing and use of cleaning chemicals/agents, use of power or hand tools, driving vehicle, and signage for wet floors.
5. Give directions to students or visitors and answer other questions in a helpful and pleasant manner.

#### **Knowledge, Skills and Abilities**

1. Must be organized and able to work on a schedule.
2. Must be able to communicate verbally and in writing and follow written and verbal instructions.
3. Must demonstrate the ability to establish and maintain positive working relationships with other maintenance/custodial employees, district staff and community members.
4. Must understand the need for teamwork, timeliness and safety.
5. Must be able to maintain self-control without exhibiting negative behaviors.
6. Must be able to interact with others to accomplish tasks without arousing hostility.
7. Must be flexible and able to respond to changing priorities, new job assignments and interruptions.

#### **Working Conditions**

1. Indoor school environment.
2. Outdoor environment.

#### **Physical Requirements**

1. Must be able to stand and walk for prolonged periods.
2. Must be able to perform heavy physical work, frequently lifting or moving more than 50 pounds.
3. Must be able to communicate effectively to ask or respond to questions and provide information or assistance.
4. Must be able to move throughout buildings and grounds, working both indoors and outdoors in varying weather and temperature conditions
5. Must be able to reach in all directions, bend/stoop and climb.
6. Must have dexterity and hand/eye coordination necessary to operate cleaning equipment and hand tools.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy.

8. Must have the ability to maintain concentration and focus on tasks which are often repetitive.
9. Must be able to follow safety practices at all times, including proper lifting and use of cleaning solutions/equipment.

**Education and Experience**

1. High school diploma or equivalent, with the ability to read, write, and understand directions
2. Prior experience as a custodian, cleaning or other heavy work is desired. On the job training is provided.
3. Working knowledge of equipment maintenance and use of power and hand tools is desired but not a requirement.

**Licenses and Certifications**

1. Valid drivers license

**EEO Statement**

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

**Acknowledgement**

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

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Employee Signature

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Date Signed

*Disclaimer: This position description is subject to change at any time.*