

Position Description

Position Title:	District Grounds Lead
Department / Location:	Buildings & Grounds
Reports to:	Building and Grounds Director
Employees Supervised:	Grounds crew
Classification:	Non-exempt
Status:	12-month
Created / Revised:	November 2025
Board Approved:	N/A

Position Summary

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

Essential Functions and Responsibilities

1. Perform seasonal maintenance and start-up operations on lawn equipment.
2. Maintain cleanliness and safety of sidewalks and parking lots; including salting, sanding, and removing excess snow.
3. Maintain competition and practice athletic fields.
4. Operate and maintain all grounds equipment.
5. Install signs and posts and repair fencing.
6. Remove brush, dead trees, and low hanging limbs.
7. Plow and remove snow/ice during the winter months.
8. Maintain ball fields for games, including dragging, lining, clearing debris, leveling, and applying herbicides/pesticides.
9. Aerate, over-seed, fertilize, and repair athletic turf.
10. Maintain facility plantings, beds, and landscape areas.
11. Order and purchase supplies and equipment as directed.
12. Perform inspections and repairs on district athletic equipment on grounds and gymnasiums.
13. Maintain a regular and reliable work schedule
14. Perform repairs on playground equipment.
15. Budget management, inventory control, and purchasing.

16. Perform other duties as assigned.

Knowledge, Skills and Abilities

1. Demonstrated ability to direct, schedule, and supervise staff.
2. Ability to keep records of work performed, as accountability is required.
3. Mechanical aptitude.
4. Ability to lift heavy objects, climb and work under adverse conditions both indoors and outdoors.
5. Ability to work under minimal supervision.
6. Ability to maintain positive communication and relations with staff, students, and the public.
7. Experience with and ability to operate large grounds equipment such as gang mowers and large deck mowers.
8. Good oral and written communication skills.
9. Computer literacy.
10. Able to multi-task, prioritize work, plan and propose recommendations for change.
11. Knowledge of occupational hazards and safety practices.
12. Knowledge of landscaping, irrigation, and turf management.

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 with good driving record

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.

Employee Signature

Date Signed

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