Job Description
MOORE PUBLIC SCHOOLS

Job Title: **General Maintenance/Grounds Worker I, II, and III**

Qualifications:

Credentials: Valid Oklahoma Drivers License with acceptable driving record

Education: 10th grade education or equivalent experience is required in lieu of high school training.

Training or Experience Required: Between 1-2 years related work experience in landscape and operating weedeaters, small lawn mowers is preferable at the I level; 2-3 years operating lawn tractors, brushhogs, etc. at II level; and 3-4 years operating lawn tractors, brushhogs, and repairing small engines at III level.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to understand and respond to job instructions and to exchange information. Includes filling out forms.

Mathematical Skills: Uses basic addition and subtraction in performance of job.

Reading and Interpreting: Reads and interprets routine written or printed materials such as labels on chemicals (mix chemicals), basic charts, diagrams, or instruction material for equipment.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the edger, weedeaters, and riding lawn mowers, lawn tractors/brushhogs, front end loaders/dump trucks, etc. At III level must know how to repair all small engines in district.

Ability to effectively use garden and hand tools, sprayers, aerators, etc. Knowledge of application of fertilizers and herbicides, etc.

Site: **Various**

Reports To: **General Maintenance/Grounds Worker Foreman**

Job Goal (Purpose of Position): Performs semi-skilled to skilled level duties under general supervision to landscape, maintain and clean up school grounds. Maintains athletic fields.

An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has little public contact other than with members of own staff or district. Minimal interpersonal interaction or communication is required except at athletic events.

Other Performance Measures:

Successful performance of the job requires people skills to work with students, teachers, and fellow employees. It requires following safety guidelines and policies to avoid accident and injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Since the incumbent generally works alone, the employee must use initiative and self discipline to get the work done.

Essential Job Functions:

1. Mows, edges, trims grass, trims trees and shrubs. Plants grass, shrubs, and trees etc.

2. Waters, fertilizes, sprays for weeds, etc. and performs other landscaping/dirt work as needed.

3. Assists with preparing and marking all athletic fields.

4. Performs periodic clean up of all district sites.

5. Empties trash cans and picks up litter as needed especially before and after games. Cleans corridors/hallways after school and when necessary during the day. Cleans up after special events.

6. Assists with cleaning of gym during the winter months. Spreads salt and removes ice and snow from walkways.

7. May clean and disinfect outdoor restrooms, drinking fountains, and other outdoor facilities.

8. Performs preventive maintenance on equipment. Reports major damage to supervisor. At III level, performs all overhaul and repair of small engines and may assist in garage with minor mechanical duties not involving overhaul of diesel engines.

9. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk approximately 7-8 hours per day. Employee's job requires frequent bending/stooping, frequent squatting/crouching and frequent pushing/pulling.

Employee's job requires occasional carrying/lifting of up to 75 pounds and frequent lifting up to 50 pounds to empty 55 gallon trash cans, lift 40 pound bags of fertilizer, and mark athletic field. Job requires employee to use both feet for repetitive movements as in operating foot controls. Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate motorized equipment, to see area to be cleaned, mowed, weeded, etc. Employee must possess hearing/speaking ability to communicate with fellow workers, athletic judges, and the students/public.

Employee must have mental requirement to understand and follow instructions and avoid safety problems.

Employee's job requires working in the outdoors with temperature changes; operating motorized equipment and exposure to toxic chemicals, dust, fumes, and gases, etc.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY:

Category A	(I level)
Category B	(II level)
Category C	(III level)

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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