



Facility and Transportation Grounds Maintenance

Purpose Statement

The role of the Grounds Maintenance worker is to provide grounds maintenance services at assigned sites, ensuring attractive and safe grounds areas and athletic fields, protecting against erosion, performing various grounds maintenance operations, and maintaining grounds for assemblies, events, and recreational activities.

Supervisory Relationship

Reports to: Grounds Supervisor

Essential Functions

- **Pesticide Application:** Assist in applying pesticides to control insects and weeds, following established procedures.
- **Training Attendance:** Attend unit meetings, in-service training, and workshops to gather information required for job functions.
- **Landscaped Area Maintenance:** Clean landscaped areas and related items, such as storm drains and fields, to prevent flooding and remove hazards.
- **Athletic Field Maintenance:** Maintain athletic fields and playground equipment, including installation, minor repairs, mowing, and striping fields to ensure safe and operable conditions.
- **Equipment Maintenance:** Maintain all equipment needed for grounds maintenance to ensure effective program operation.
- **Operation of Equipment:** Operate maintenance and grounds equipment, such as sand trucks, thatchers, sprinklers, forklifts, and manlifts, to perform necessary grounds processes.
- **Planting:** Plant various landscaping materials, such as lawns, shrubbery, and flowers, to keep the grounds attractive and prevent erosion.
- **Grounds Preparation:** Prepare grounds and athletic fields by fertilizing, chalking fields, painting lines, mowing, and snow removal to provide safe areas for assemblies and activities.
- **General Grounds Work:** Perform tasks such as welding, carpentry, concrete work, fence building, plumbing, electrical work, and tree trimming to maintain grounds in optimal condition.
- **Irrigation System Repair:** Repair irrigation systems and components, such as valves and timers, to ensure proper working order.
- **Material Requests:** Request materials, supplies, equipment, and support personnel to complete assignments timely.
- **Safety Response:** Respond to immediate safety and operational concerns, such as facility damage and alarms, taking appropriate action or notifying personnel for resolution.
- **Tool Transport:** Transport tools, equipment, and supplies to ensure availability at job sites.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating equipment used in grounds maintenance, including tractors, weed whips, mowers, and hand/power tools.
- Adherence to safety practices.

Knowledge

- Methods for preparing and maintaining plants, shrubs, and lawns.

- Safety practices and procedures.

Abilities

- Schedule activities and meetings.
- Gather and collate data.
- Operate equipment using standardized methods.
- Work with diverse individuals and data.
- Solve problems and create action plans.
- Meet deadlines and schedules.
- Communicate with diverse groups.

Responsibility

Work under direct supervision using standardized routines. Provide information and advise others. Operate within a defined budget. Utilize resources from other work units. Continually have some impact the organization's services.

Work Environment

Significant lifting, carrying, pushing, and pulling. Frequent climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 5% sitting, 50% walking, and 45% standing. Performed under some temperature extremes and exposure to risk of injury and illness.

Experience

Job-related experience with increasing levels of responsibility is desired

Education

High school diploma or equivalent

Certificates and Licenses

Valid driver's license and evidence of insurability

Forklift Certificate

Journey Level Certificate

Continuing Education/Training

Maintains required certificates and licenses

Clearances

Criminal justice fingerprint/background clearance

FLSA Status

Non-Exempt

Salary Grade

SO

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.