

District Groundskeeper

Purpose Statement

The job of District Groundskeeper is done for the purpose/s of providing grounds maintenance at sites throughout the district; ensuring an attractive and safe grounds area/s and athletic fields; performing a variety of special grounds maintenance operations; overseeing grounds maintenance for assemblies, events and/or recreational activities; overseeing and supporting assigned groundskeepers in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Maintenance Supervisor

Essential Functions

- Assists maintenance personnel with projects district-wide as requested for the purpose of ensuring completion in a timely manner.
- Assumes district responsibility for hazardous materials (e.g. recordkeeping, planning, scheduling, storage, etc.) for the purpose of following mandated compliance procedures.
- Communicates in a professional and positive manner with personnel and the community for the purpose of maintaining good working relationships.
- Coordinates snow removal district-wide as well as parking lot snow removal for the purpose of ensuring and maintaining clear and safe walkways and parking lots.
- Coordinates with custodial staff, maintenance staff, grounds staff, site administrators, and athletic coaches for the purpose of adjusting irrigation schedules, preparing athletic fields and ensuring a safe environment for participants.
- Develops, maintains and implements annual and long-term grounds improvement plans for the purpose of maintaining focus on continual improvement in the district.
- Ensures that grounds maintenance requests are completed in a timely manner for the purpose of keeping all district grounds aesthetically pleasing.
- Ensures compliance with all applicable laws (e.g. pesticides, fertilizers, herbicides, water usage, etc.) for the purpose of following all district, state, and federal requirements.
- Estimates materials, equipment and/or staff resources for the purpose of ensuring timely completion of projects and staying within approved project budgets.
- Inspects finished work for the purpose of ensuring quality standards are met.
- Monitors landscaped areas, sprinkler systems and grounds (e.g. fields, parking areas, courtyards, etc.) for the purpose of identifying repairs and/or replacement needs and providing an attractive environment.
- Oversees and coordinates duties of other grounds maintenance staff for the purpose of maintaining campus grounds in accordance with established standards.
- Oversees all aspects of grounds care (e.g. coordinating work assignments, pesticide/herbicide applications, inspecting and/or evaluating projects, etc.) for the purpose of ensuring that projects are completed in a safe and efficient manner in compliance with regulatory requirements.

- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the maintenance department.
- Plants a variety of landscaping materials and implements methods suited to the region (e.g. lawns, shrubbery, flowers, mulching, irrigation techniques, etc.) for the purpose of keeping the grounds attractive, protecting against erosion, and effective water usage.
- Prepares grounds and athletic fields (e.g. fertilizes soil, plants flower beds, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Prepares documentation for the purpose of providing written support , conveying information, and complying with district, state, and federal regulations.
- Procures pesticides, equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently and within budgetary limits, while complying with state and federal regulations.
- Provides accessibility year-round (e.g. home phone, cell phone, etc.) for the purpose of being an emergency contact for district emergencies and/or unplanned events that may occur.
- Recommends repairs or replacement as needed to concrete areas (e.g. pads, sidewalks, driveways, etc.) for the purpose of maintaining safe and attractive grounds.
- Repairs irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.
- Trains assigned personnel for the purpose of developing professional trade skills and safety awareness skills.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site to complete assigned duties, or assist in the completion of duties of other assigned personnel.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; health and safety regulations; and methods of organizing, scheduling and prioritizing work loads.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of

standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing work direction to assigned employees; understanding and following oral and written directions; working independently with little direction; planning and organizing work; establishing and maintaining effective working relationships with others; and preparing accurate records.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, and 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience with increasing levels of responsibility is desired.
- Education:** Community college and/or vocational school degree with study in job-related area.
- Equivalency:** Previous experience in grounds and turf management.

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability☐

Continuing Educ. / Training:

Coursework as appropriate to maintaining licensure Continued Professional Growth

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	4/9/2019	