LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Groundskeeper I

REPORTS TO: Director of Facilities and Operations
Maintenance & Grounds Supervisor

DIRECTS:

SUMMARY:. Provide care, improvement and preventative maintenance of assigned district grounds including but not limited to lawns, gardens, playfields, athletic fields, parking lots and driveways. Group I Groundskeepers have knowledge and experience in the field of groundskeeping

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Assist the Maintenance and Grounds Supervisor in long-range plans and cost projections for development of turf and planted areas
- Prepare and maintain athletic fields for games and meets before and after contests
- Make responsible decisions in the absence of the department supervisor and/or department manager.
- Work chiefly in the following assignments but may be called upon in areas not pertaining to grounds
    - Lawns: Mow, trim, edge, sweep (power or manual) thatch, cut and roll sod, insect control, fertilize, and water.
    - Garden areas: Weed, mulch, weed control with sprays, fertilize, thin, prune, bark application and water.
    - Trees and shrubs: Prune, trim, weed control, fertilize, new plantings, and water.
    - Play areas and other assignments: Seasonal care and improvements, clean catch basins, repair drain lines, smooth and grade terrain, brush and stone removal, dead or down tree removal, fence installation, fence and gate repair, playground equipment repair, maintenance of irrigation systems.
- Clean grounds equipment and perform routine service.
- Remove snow and ice on driveways, walkways, parking areas, and apply sand and ice control chemicals
- Move equipment and materials within the District.
- Maintain necessary paperwork
- Make daily inspections of vehicle assigned to drive
- Maintain a good driving record
- Maintain a commitment to quality customer service
- Maintain punctual and regular attendance
- Observe strict confidentiality regarding student and personnel information

QUALIFICATION REQUIREMENTS*:*

EDUCATION and/or EXPERIENCE

1. High School Diploma or equivalent
2. Successful experience in grounds keeping

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Valid Washington State driver's license
2. Valid First Aid/CPR card

LANGUAGE SKILLS

Ability to read, comprehend, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff, students, and venders.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts, such as discounts, proportions, percentages, volume, ratios, and application rates, and apply other concepts of basic mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Ability to lift and move up to 100 pounds
- Physical ability and willingness to perform work in all types of weather conditions
- Ability to Operate efficiently and safely, hand tools and motorized equipment such as weed burners, power edgers, sprayers, gang mowers, ditch diggers, tractors and related implements, fertilizer spreaders, grass seeders, chain saw, concrete mixer, dump truck, truck and trailer, pickups, welders, etc.
- Ability to read county and city road maps in relation to addresses
- Ability to communicate proactively
- Ability to work independently as well as under the direction of others
- Ability to be an effective team player
- Ability to remain flexible in working with change in priorities
- Willingness to learn and apply new skills to accommodate a changing work environment
- Ability to establish and maintain effective working relationships with students and staff
- Ability to perform duties with awareness of District requirements and Board policies

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, use the hands to handle, finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, or crouch and bend or twist at the neck and trunk more than the average person. The employee continuously uses hand strength to grasp tools and occasionally climb ladders. The employee must frequently lift and/or move up to 100 pounds, such as supplies, tools, and unloading trucks. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee regularly works outdoors. The employee will work with or near moving mechanical equipment, and will work with general grounds keeping products such as herbicides, snow and ice melting products, degreasers and some aerosol sprays. While performing the duties of this job, the employee occasionally will walk on slippery surfaces. The noise level in the work environment is usually moderate. The employee must be able to meet deadlines with time constraints and interact with students, other employees, and public.

PRIMARY WORKING RELATIONS:

- Director of Facilities and Operations
- Maintenance and Grounds Supervisor
- Custodial Supervisor
- Maintenance, custodial, and transportation staff
- Suppliers and venders that serve the District

TERMS OF EMPLOYMENT:

Work Days: 260 days per year

Vacation Days: Per PSE of Lake Stevens Collective Bargaining Agreement

Salary: Per PSE of Lake Stevens Collective Bargaining Agreement

EVALUATION: Completed at least annually by the Supervisor of Maintenance and Grounds.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.