

TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

POSITION TITLE: Groundskeeper
Date: 1/30/2023
Reports to: Grounds Supervisor Supervises: No Affiliated Position TAAM Terms of Employment: Full Time, Year-Round Non- Exempt

SCOPE: Groundskeeper is responsible for maintaining natural environments under the direction of the Grounds Supervisor.

This position is considered an “Essential Personnel” and as such is expected to work during weather and other types of emergencies which may occur outside of the normal work schedule.

POSITION DUTIES AND RESPONSIBILITIES:

- Installs, maintains, and tends to gardens, lawns and sporting fields and venues for all district buildings.
- Cares for and cultivates foliage including planting, fertilizing, mowing, weeding, watering, trimming and pruning, soil conditioning, mulching and applying pesticides.
- Tends to pest control and safety complaints reported on district grounds.
- Ensures pathways, stairs, outdoor seating, and other structures are safe.
- Sets up and cleans up for sports and district events outdoor (and often indoor).
- Installs sprinkler and irrigation systems.
- Prepares outdoor areas for various weather conditions by weatherproofing, covering outdoor furniture with tarps, tying down unsecured items, etc.
- Paints and maintains fences, outdoor structures, and team areas.
- Schedules specialty services such as ground leveling or patio installation.
- Hangs signage and banners.
- Operates and maintains garden and landscaping equipment (including mowers, golf cart, side-by-side, district trucks and trailers).
- Orders supplies and equipment and maintaining paperwork for purchases.
- Identifies and reports maintenance risks on equipment and structures.
- Keeps daily logs, records and receipts of all ground’s functions.
- Complies with service standards, work instructions and grounds requirements for the district.
- Assists with additional building maintenance duties as assigned and with snow plowing, salting, and shoveling during winter months.
- Assists and responds to work order and other queries.
- Maintains a safe work environment.
- Maintains confidentiality of information.
- Complies with all Timberlane Regional School District policy and building / department rules, procedures, practices, and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by their supervisor.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED equivalent
- Prior grounds maintenance experience preferred

LICENSE/CERTIFICATION:

Valid state driver's license

Necessary Knowledge, Skills, and Abilities:

- Detail-oriented, organized, reliable.
- Experienced in grounds and landscape operations and/or management.
- Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
- Ability to understand and follow safety procedures.
- Ability to safely use and maintain groundskeeping equipment.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Frequently required
3. Lift 25 to 50 lbs:	Frequently required
4. Lift over 50 lbs:	Occasionally required
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Frequently required
7. Carry 26 to 50 lbs:	Frequently required
8. Carry over 50 lbs:	Occasionally required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Not required

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Occasionally required
4. Squatting:	Frequently required
5. Kneeling:	Frequently required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Occasionally required

Summary of Occupational Exposures:

The work environment is varied and is characterized by loud noise. Up to 2/3 of the work could be performed outdoors under varying weather conditions. There is regular need to work in high places. Up to 1/3 of the time is spent sitting, standing, stopping, or smelling. More than 2/3 of the time is spent climbing or reaching with hands or arms walking, talking, listening, or using hands to finger, handle or feel. There is occasional lifting to 50 lbs. Specific vision abilities include close, distance, color, and peripheral and depth vision. Equipment used includes light trucks, telephones, personal computers, and pneumatic tools, power and hand tools. Safety hazards are present and must be avoided.

Applicants will be subjected to a criminal background check required by state law.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

****External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.***

