

ANTHONY WAYNE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUBSTITUTE GROUNDSKEEPER**

File 606s

Reports to: Maintenance Supervisor

Job Objective: Provides technical expertise and manual skill in the preservation and care of landscaped areas.

- Minimum Qualifications:**
- High school diploma. Post-secondary training in a trade is desirable.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.
 - Ability to operate and perform routine maintenance on grounds keeping equipment.
 - Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
 - Ability to successfully complete a pesticide "Trained Service Person" course within one month of award of a groundskeeper position.
 - Valid driver's license. Commercial Drivers License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
 - Ability to support district maintenance/custodial activities.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs grounds keeping duties (e.g., mows grass, fertilizes, seeds, trims trees/shrubs, etc.). Maintains a pesticide log. Anticipates weather conditions. Establishes work priorities to avoid delays. Takes the initiative to perform routine responsibilities independently.
- Keeps the maintenance supervisor or director of operations informed about ongoing activities/emerging issues.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation questions to administrators.
- Supports community participation in school-sponsored activities that enhance student learning.
- Helps the maintenance supervisor and director of operations develop short/long-range program recommendations.
- Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Provides for the regular and orderly removal of trash.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Stocks replacement parts for ground keeping equipment.
- Performs minor repairs that do not disrupt the routine work schedule. Avoids disrupting instructional/recreational activities except during emergencies.
- Installs and/or repairs equipment. Consults with the maintenance supervisor as needed to ensure compliance with building codes and ADA accessibility standards.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up chemicals, solvents, blood, body fluids and/or body tissues.
- Participates in occupational safety and health training programs as directed.
- Maintains playground/recreation areas and practice fields as directed. Assists in preparation of athletic fields according to the conference/league and state athletic association rules and regulations.
- Available to assist with snow removal operations as directed.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Reports and documents all injuries that require treatment.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Assists other staff as needed to deal with unexpected or urgent situations.

- Monitors the condition of buildings and grounds. Reports suspected problems and/or unsafe conditions (e.g., flooding, uneven/unsafe turf or trees, weather damage, etc.).
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- Assists with district energy management programs. Promotes energy management improvements.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, on scaffolds, ladders or man lifts, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Anthony Wayne Local School District Board Of Education.

The Anthony Wayne Local School District Board Of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.