

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Grounds Helper (MO1)

FLSA: Non-Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and performs a variety of grounds activities to maintain function and aesthetics of facilities. Performs related activities such as mowing fields. Reports to Grounds Supervisor.

ESSENTIAL FUNCTIONS

Demonstrates aptitude or competence for assigned responsibilities.

Records work and leave time accurately and timely.

Records and turns in school district related purchases accurately and timely.

Must demonstrate safe lifting and driving practices.

Must be able to perform basic vehicle and equipment safety checks.

Safely helps with turf management, retention pond maintenance, and mowing of all areas.

Satisfactorily adheres to school district's procurement and personnel policies and procedures.

Maintains an orderly and safe working environment.

Performs limited regulatory playground essentials.

Other assigned duties as needed.

JOB SPECIFICATIONS

Education and Experience:

High school graduate or equivalent, with demonstrated aptitude for successful performance of the job duties.

Knowledge:

Knowledge of the policies, procedures and activities of the organization as they pertain to the specific duties of the job. Knowledge of the practices, methods, materials, tools, equipment and supplies used within grounds and building maintenance activities. Knowledge of the occupational and safety precautions of the trade. Knowledge of the proper and safe use of equipment, tools and materials necessary for assignment completion. Knowledge of cleaning methods, procedures, materials and supplies, and general maintenance repairs.

Skills/Effort:

Ability to read and write, and to follow oral and written instructions. Ability to perform manual work requiring some physical strength and agility. Ability to work well with supervisor, co-workers and the general public. Skill in performing general maintenance incidental to regular duties and/or area of assignment.

Working Conditions:

Work is conducted mostly outdoors with daily exposure to discomforting environmental conditions such as heat, cold, humidity, noise, electrical hazards, dusts and wetness. Frequent contact with strong cleaning agents. Must be able to climb a ladder. Moderately heavy physical exertion is frequently required to lift and/or move objects weighing up to 50 pounds. No travel is required. Smoke free district.

Responsibility:

No budgetary or supervisory responsibility. Must have a valid SC driver's license. Preference may be given to those with CDL. May be required to work overtime and disaster recovery assignments.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

Date: _____

Date: _____