

BRAZOSPORT ISD JOB DESCRIPTION

Maintenance and Operations



Job Title: Groundskeeper

Reports to: Maintenance Director or Grounds Foreman

Dept./School: Maintenance

Employment Type: Nonexempt

Pay Grade: Auxiliary 2

Days: 248

Primary Purpose:

Maintain safe and attractive grounds and landscaping for the district. Maintain athletic fields.

Qualifications:

Education/Certification:

- Valid Texas driver's license

Special Knowledge/Skills:

- Ability to understand detailed written or oral instructions
- Ability to communicate effectively
- Ability to operate power-driven equipment

Experience:

- None

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

Major Responsibilities and Duties:

Grounds and Landscaping

1. Mow and detail all district grounds, including athletic fields.

BRAZOSPORT STATEMENT OF NONDISCRIMINATION:

It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:

Students/Parents: FFH (EXHIBIT)

[District Contact for Title IX](#)

[District Contact for Americans with Disabilities Act \(ADA\) & Section 504](#)

Employment/Employees/Public: DIA (EXHIBIT)

[District Contact for Title IX, Americans with Disabilities Act \(ADA\) / Section 504.](#)

Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

2. Follow scheduled maintenance plan to care for lawns, trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
3. Plant shrubs and vegetation.
4. Assist with the preparation of athletic fields for games, including chalking fields.
5. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.
6. Assist with the inspection, repair, and installation of sprinkler systems.

Safety

7. Operate tools and equipment according to prescribed safety procedures. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Help keep vehicle, equipment, and tools in safe operating condition.
10. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.

Other

1. Transport workers and equipment to work sites throughout the district.

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van
- **Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions
- **Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving
- **Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis
- **Environment:** Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent district wide travel
- **Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be signed or skills that may be required.