



Custodian Job Description

Grounds Lead

Descriptors

Position Title:	Grounds Lead	Department:	Operations
Position Classification:	Level III Custodian Supervisor	Reports To:	Ops and Maintenance
Exempt Status:	Non-Exempt	Revision Date:	04/2026
Supervisory:	No		

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

The Grounds Lead supervises and coordinates the work of grounds staff and ensures that all school district grounds—including athletic fields, parking lots, sidewalks, and playgrounds—are maintained in a clean, safe, and orderly condition.

Essential Duties and Responsibilities

45% Grounds Maintenance

- Remove snow from sidewalks, parking lots, and playgrounds
- Apply sand and salt to surfaces
- Maintain playgrounds and equipment
- Mow grass and maintain turf
- Trim plants, trees, and shrubs
- Remove debris and branches
- Prepare and maintain athletic fields

25% Equipment and Repairs

- Perform minor irrigation repairs
- Repair playground equipment
- Sharpen mower blades
- Recommended repairs
- Report supply needs
- Maintain district vehicles

20% Projects

- Assist in project coordination
- Coordinate moving requests

10% Custodial Support

- Fill in for custodial staff as needed
- Perform other assigned duties

5% Professional Development

- Attend meetings, in-services, and workshops as required

Perform other duties as assigned or requested.

Work Requirements and Characteristics

Education/Certification Requirement:

- High School diploma or equivalent required
- Valid Minnesota driver's license

Experience:

- Groundskeeping experience preferred
- Heavy equipment experience preferred

Essential skills required to perform the work:

- Follow instructions
- Proper lifting techniques
- Ability to follow written and verbal instruction
- Proper lifting techniques
- Basic computer skills
- Ability to work in a team or independently
- Ability to meet deadlines
- Organization and time management skills
- Ability to work safely with cleaning products
- Ability to handle varying sequence of duties
- Lawn and tree care knowledge
- Mechanical aptitude
- Basic math skills

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Uses hand tools
- Uses cleaning equipment including buffers, carpet cleaners and floor machines
- Uses district vehicles
- Uses basic grounds equipment including lawnmowers, weed eaters, shovels, rakes and snow blowers
- Utilizes computer, energy management software and phone devices

Physical and Mental Requirements

Physical Job Requirements:

- Position requires pulling, stooping, climbing, crawling and kneeling
- Position requires extended periods of time on feet
- Position requires frequent lifting up to 40lbs, occasional lifting up to 75lbs and use of assistive lifting techniques for anything over 75lbs
- Position involves repetitive motions
- Position involves listening, speaking clearly and visual acuity

- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires flexibility and taking direction from multiple people
- Position requires hand and eye coordination

Hazardous Working Conditions:

- Exposure to dirt, dust and fumes
- Exposure to blood and bodily fluids
- Exposure to varying weather elements
- Exposure to heights
- Exposure to loud equipment noise
- Exposure to machinery risks
- Exposure to chemicals
- Night and evening hours may be required
- Travel to other buildings may be required

Mental Job Requirements:

- Position requires organization and prioritizing tasks to meet deadlines
- Position requires maintaining concentration and paying attention to operation of equipment

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.