

CHERRY HILL PUBLIC SCHOOLS

JOB DESCRIPTION

JOB TITLE: Groundskeeper – Grade I

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements cited below are representative of the knowledge, skill, and/or ability required.

1. Minimum of a High School Diploma or equivalent.
2. General grounds keeping/landscaping experience required; experience with school facilities preferred.
3. Knowledge and/or experience in proper operation and maintenance of grounds keeping equipment.
4. Must possess and maintain a New Jersey Black Seal Boiler Operator license (or obtain one within two years from date of hire).
5. Must possess and maintain a valid New Jersey commercial motor vehicle license class "B", (or obtain one within the first year of employment).
6. Must be able to understand and follow verbal and written instructions
7. Exceptional customer service orientation, including ability to establish and maintain successful relationships with the educational community; maintains confidentiality as required and appropriate.
8. Must have excellent integrity and demonstrate good moral character and initiative.
9. Background free from criminal activities (as verified by criminal history check required by New Jersey Department of Education).
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Manager – Grounds or his/her designee.

EVALUATION: Performance of this job will be evaluated in accordance with the Board's policies and procedures on evaluation of Support Staff personnel.

TERMS OF EMPLOYMENT: Twelve (12) months unless specified otherwise in the employment contract.

PRIMARY FUNCTION: To maintain the district's grounds in a condition of neatness and attractiveness so that each student may be provided with a safe outdoor environment in which to learn and play.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned at any time.*

1. Maintains and cares for the grounds of the district's schools and related facilities.
2. Handles implementation of grounds and outdoor facility maintenance, regular upkeep and repair needs for each school site.
3. Communicates with Grounds Crew Leader on status of work orders and assigned duties.
4. Reports immediately all safety and fire hazards.
5. Prepares seeding or transplanting beds by cultivating soil and adding fertilizer or chemicals, if needed.

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6. Plant seeds, bulbs, tree seedlings and shrubbery so that resulting growth will produce an attractive appearance.
7. Does propagation and cultivation work required for the various plants and beds.
8. Inspects lawn, athletic fields, flowers, shrubs and trees for evidence of insects, fungi, pests and other problems and takes appropriate action as needed or directed by the Grounds Crew Leader.
9. Follows watering schedule and handles spraying, fertilizing and pruning.
10. Repairs and maintains outdoor fences, benches, playground equipment and bleachers.
11. Adjusts and repairs such equipment as lawnmowers, weed whackers, garden tools and other grounds tools and equipment.
12. Maintains, cares for and prepares playing field, grounds and other necessary facilities for athletics and other school activities and consults with Grounds Crew Leader, Principals and coaches when necessary.
13. Examines school grounds, outdoor equipment and facilities on a regular basis for needed repairs, upkeep, preventative maintenance, and reports same to Grounds Crew Leader.
14. Participates fully in implementing the district program of regular grounds care and equipment preventative maintenance, striving for economical, efficient, cleanliness and safe operations at all times.
15. Performs field and parking lot painting in a neat and attractive manner including preparation, painting and clean-up.
16. Assists the Grounds Crew Leader in budget development and makes recommendations for purchase of suitable supplies, materials, tools and equipment.
17. Accounts for, protects, maintains and uses properly the district-owned, leased, rented and issued hand tools, equipment, hardware, materials and supplies.
18. Keeps informed and up-to-date with the latest trends, developments, procedures and products in the areas of grounds and landscape maintenance and upkeep.
19. Assists schools in grounds care around the buildings as required or assigned.
20. Reports on costs of work done, materials used and labor expended for reporting in the SchoolDude database.
21. Assists with the maintenance of inventory records as required.
22. Strives constantly to promote the safety, health and welfare of pupils, employees and public through compliance with pertinent codes and safe work practices.
23. Is aware of and conforms to all districts, local, state and federal regulations and codes and communicates with necessary district persons to insure compliance.
24. Adheres to all rules and procedures regarding district security and assumes responsibility and custody of all keys to district facilities.
25. Participates in a regular and on-going staff-training program for grounds personnel.
26. Is available for alarm calls as required and responds according to established district procedure.
27. Works inside and assists with work "overflow" in custodial and maintenance areas in winter, during inclement weather or when needed or assigned. Under such circumstances, the job description for the assignment shall prevail.
28. Serves in the capacity of Head Custodian/Custodian when assigned.
29. Handles district snow removal including shoveling, plowing and spreading sand and salt to prevent slipping.
30. Performs all duties and assignments in a courteous and cooperative manner, adhering to high standards of workmanship, cleanliness, safety and security at all times.

PHYSICAL REQUIREMENTS:

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The duties of this job require the following physical activities: walking, sitting, standing, reaching, finger dexterity, pulling and/or pushing, carrying, repetitive motions, speaking, listening, and visual acuity. In addition, the individual must be able to read, count, write, operate and use appropriate equipment, climb ladders, and lift merchandise weighing up to 100 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is performed in a normal Facilities department setting with some exposure to health or safety hazards. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the school environment is usually moderate.