



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Groundskeeper

Salary Block: Operations Support
Pay Grade 3

Reports To: Grounds Team Leader

Wage/Hour Status: Non-Exempt

Terms of Employment: 238 Days

Minimum Qualifications:

- High School Diploma or GED, preferred
- Valid Texas driver's license
- One (1) year landscaping experience

Special Knowledge/Skills:

- Ability to read and understand written instructions
- Ability to communicate (verbally)
- Ability to operate tractor and landscaping equipment
- Ability to operate riding or power mower, power tools, and hand tools

Primary Purpose:

Maintain safe and attractive grounds and landscaping for the district.

Performance Responsibilities and Duties:

Grounds and Landscaping

1. Mow and detail all district grounds.
2. Care for trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
3. Plant shrubs and vegetation.
4. Water grounds and apply fertilizer.
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.
8. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
9. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
10. Help keep vehicle, equipment, and tools in safe operating condition.
11. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.

Other

12. Transport workers and equipment to work sites throughout the district.
13. Perform any other duties as assigned.
14. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
15. Support the goals and objectives of the school district and follows district policies.

16. Maintains a professional level of confidentiality concerning personnel and students.
17. Upholds and adheres to safety rules and policies of the CISD safety program.

Supervisory Responsibilities:

None.

Equipment Used:

Tractor and mower, riding and power mower, gas-powered weed trimmer, blower, edger, sprayer, striping machine, garden and hand tools, posthole auger, and aerator. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work outside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises. Frequent district wide travel. Duties require continuous effort in working with moderate to heavy (10-50 lbs and occasionally over 50 lbs) materials producing moderate body fatigue.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee Signature

Date