ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description

Grounds Maintenance Technician

Purpose:

The Grounds Maintenance Technician owns the first impression of Arlington Heights School District 25. This position is responsible for the appearance, safety, and condition of the grounds at 12 district facilities, covering landscape beds, turf, playgrounds, site furnishings, and paved surfaces. It also leads the district's snow and ice removal. The role is well suited to someone with a commercial landscaping background, on either the construction/installation side or the maintenance side, with snow removal and equipment experience, who takes pride in well-kept, safe sites for students.

Reports to:

The Grounds Maintenance Technician position is under the direct supervision of the Director of Facilities Management, with daily coordination through on-site Facility Operations Managers (FOMs).

Essential Functions:

- Maintains landscape beds and shrubs, including weeding, mulching, pruning, and hedge trimming, and monitors shrub and plant health, for the purpose of presenting clean, attractive, and healthy grounds.
- Maintains turf, including aeration, topdressing, seeding, sodding, and repair of heavy-use areas and athletic fields, for the purpose of providing safe, durable playing and recreational surfaces.
- Performs routine playground safety inspections in accordance with CPSC and ASTM standards, and repairs playground equipment and rubber (poured-in-place and tile) surfacing, for the purpose of ensuring safe play areas for students.
- Maintains, repairs, and installs site furnishings (e.g., benches, trash receptacles, picnic tables, basketball hoops, fencing, guardrails, handrails, signage, etc.) for the purpose of keeping sites safe, functional, and presentable.
- Inspects concrete and asphalt surfaces (e.g., parking lots, drives, sidewalks, exterior stairs, etc.) and performs minor repairs, and coordinates larger repairs with contractors, for the purpose of eliminating trip hazards and protecting student safety.
- Coordinates and oversees landscape contractors and vendors (e.g., mowing, bed maintenance, fertilization, herbicide and weed control, etc.) for the purpose of ensuring work meets district standards, is scheduled around school activities, and complies with Illinois pesticide notification and posting requirements for schools.
- Leads snow and ice removal operations, including plowing parking lots and drives with district pickup trucks and clearing and salting walkways and entrances, for the purpose of keeping sites safe and open for students, staff, and visitors.

- Maintains the district's fleet of plow trucks and grounds equipment, including routine vehicle checks, mounting and removing plows and spreaders, and upkeep of snow blowers, leaf blowers, trimmers, and other small-engine equipment, for the purpose of ensuring readiness and safe operating condition.
- Is responsible for the overall cleanliness and condition of district grounds vehicles, coordinating with staff who share their use, for the purpose of keeping vehicles in good running order.
- Identifies and reports concerns, repair needs, and safety hazards to the Director of Facilities Management and FOMs, and prioritizes work based on life safety, operational needs, site risks, and long-term planning.
- Coordinates with FOMs to schedule grounds work at times that minimize impact on student learning, recess, and building operations.
- Responds to emergency situations and winter weather events during or after hours as needed for the purpose of resolving immediate safety concerns.

Other Functions:

- Supports the overall maintenance department as needed, including general maintenance, carpentry, painting, and interior assignments.
- Requests and acquires parts, materials, and supplies (e.g., mulch, seed, salt and ice melt, playground hardware, etc.) and maintains inventory.
- Prepares written materials (e.g., playground inspection records, work orders, activity logs, etc.) for the purpose of documenting work and conveying information.
- Participates in meetings and training as assigned for the purpose of maintaining current industry knowledge.
- Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of:

- Commercial landscape maintenance and installation practices, including care of turf, shrubs, trees, and planting beds suited to northern Illinois
- Turf renovation methods, including aeration, topdressing, seeding, and sodding
- Common plant diseases and pests, soils, fertilizers, and methods of control
- Playground safety standards (CPSC and ASTM), equipment, and surfacing
- Snow plowing, salting, and ice control methods
- Basic maintenance of trucks, plows, spreaders, and small-engine equipment
- Basic concrete and asphalt repair methods
- Safe handling, storage, and application of landscape chemicals and de-icing materials, and OSHA safety requirements
- Basic computer and mobile device skills, including email and work order systems

Ability to:

- Take ownership of assigned sites and work independently with minimal direction across multiple buildings

- Operate plow trucks, skid loaders, landscape equipment, and hand and power tools safely
- Identify hazards and diagnose problems, and take corrective action or report them appropriately
- Plan work and estimate labor and materials for repairs
- Communicate effectively with principals, FOMs, teachers, staff, vendors, and contractors
- Adapt to changing priorities, weather conditions, and emergency situations
- Observe legal and defensive driving practices
- Maintain regular attendance and punctuality

Language Skills:

Ability to read and interpret safety rules, product labels, equipment manuals, and procedures. Ability to write routine reports, inspection records, and work orders. Ability to speak English effectively with staff, students, vendors, and community members.

Working Environment:

Work is performed primarily outdoors in all weather conditions, including extreme heat, cold, and snow, with exposure to noise, dust, and landscape chemicals. The job requires frequent lifting, carrying, pushing, and pulling; stooping, kneeling, and crouching; and some climbing. Generally the job requires 10% sitting, 60% walking, and 30% standing. Employee must be able to lift and carry 80 pounds and perform heavy manual labor.

Experience:

Job-related experience in commercial landscaping (construction/installation or maintenance), grounds maintenance, or a related field is required. Snow removal experience and experience maintaining trucks and equipment are strongly preferred. Any combination of education, training, and experience that demonstrates the knowledge and abilities stated above will be considered.

Education:

High School diploma or equivalent.

Certificates & Licenses:

- Possess a valid Illinois driver's license (Required). A CDL is not required.
- Certified Playground Safety Inspector (CPSI), or willingness to obtain (Preferred)
- Illinois Department of Agriculture Pesticide Applicator or Operator License, or willingness to obtain (Preferred)

Performance Responsibilities:

The specific duties and responsibilities of the Grounds Maintenance Technician shall be to:

- Keep district grounds in a safe, clean, and attractive condition, including litter and graffiti removal
- Maintain tools, equipment, and vehicles in clean, safe, and good working condition
- Be responsible for the proper and economical use of supplies, tools, and equipment
- Comply with and ensure all rules, regulations, and safety policies are followed

- Note and report all items requiring repair, and keep the Director of Facilities Management informed of work progress and problems
- Keep required records and paperwork (e.g., work orders, inspection logs, and leave requests) current and within required time frames
- Report injuries, accidents, and absences to the appropriate supervisor
- Operate district vehicles observing traffic laws and using defensive driving practices
- Communicate effectively and cooperate with district personnel and community members
- Perform other duties as assigned

FLSA Status: Non-Exempt