



## Community Unit School District 300 Job Description

Position Title: Groundskeeper	
Position Code:	Employee Group: DESPA
Salary Grade: A	FLSA Status: Non exempt
Supervisor title: Director of Facilities or designee	
Date of preparation: November 2015; Revised 06/2016	

**Job Purpose:** The Groundskeeper is responsible for helping students, parents, and staff by assisting in the day to day function of the district as needed. Employees will strive to provide students and staff with a safe, clean, and comfortable environment to learn and work.

### Knowledge, Skills and Abilities:

1. High school diploma, or equivalent, and 1-2 years of experience required
2. Must have a valid driver's license and meet the requirements of the district's driver safety and motor vehicle use policy
3. Must obtain a chemical pesticide license
4. Good knowledge of building and grounds maintenance, equipment operation and repair
5. Strong interpersonal skills and ability to work cooperatively and efficiently with students, adults, and the various publics that use the facility
6. Must be cooperative, congenial, and service-oriented
7. Ability to work independently as a team with minimal direction to resolve issues
8. Ability to communicate, read and write in English, and perform basic math
9. Basic computer knowledge
10. Ability to operate and maintain commercial landscaping and industrial-rated equipment
11. Ability to sit, stand, kneel, stoop, climb stairs, and walk for extended periods of time
12. Must be able to lift up to 50 pounds
13. Ability to work on ladders, scaffolding, and scissor lift
14. Ability to push/pull up to 100 pounds
15. Ability to work in inclement weather
16. Must be able to work with frequent distractions
17. Project coordination and time management skills

### Essential Job Duties:

1. Maintain and set up athletic fields and facilities, school grounds, building exteriors and other structures
2. Responsible for snow and ice removal including before and after hours during the winter months and grounds upkeep year round
3. Perform routine and preventative maintenance on grounds equipment and vehicles
4. Safely operate a vehicle to transport deliveries to schools
5. Unload deliveries from vehicles and transport packages, collect and dispose of trash, lift, stack and move furniture throughout the building and district
6. Apply pesticides to school fields and grounds
7. Maintain and repair parking lots, including striping and signage
8. Be courteous and responsive to requests
9. Deal with confidential items in a professional manner
10. Support administration in the implementation of school district-wide policy and regulations

**Disclaimer:** The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.