

**COMMUNITY UNIT SCHOOL DISTRICT #304**  
**Geneva, Illinois**  
**JOB DESCRIPTION**

**POSITION:**                    **GROUNDS-PTE**                    **Location:**     **District**  
**Area:**                    *See Attached Site Plan*

**TERMS OF EMPLOYMENT:**     9 Months – various days and work hours

**QUALIFICATIONS:**

1. Must have High School diploma or equivalent
2. Previous experience as a school grounds keeper or the equivalent in the grounds/landscaping/sports facility service at other institutions and firms preferred
3. Applicator’s license preferred (must obtain within first year of employment)
4. Able to communicate and understand simple written and oral instructions in English
5. Able to perform such tasks as mowing, trimming, edging, shoveling, use of other related grounds equipment, and repair of such equipment
6. Able to effectively operate and maintain lawn mowers, snow blowers, lawn tractors, and other grounds equipment
7. Able to lift up to 50 lb. and transport materials (athletic equipment, furniture, etc.) of that weight to various sites and throughout the school
8. Able to effectively navigate and operate smartphone, computer and district software
9. Able to establish and maintain effective working relationships with others
10. Must have a current and valid Illinois drivers license

**REPORTS TO:**             Building Services Coordinator

**JOB GOAL:**             Provide students, teachers, and the community with a safe, clean, attractive, comfortable and efficient environment in which to learn and teach

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Perform repeated tasks in maintaining an assigned area of the District in an orderly, safe, and clean condition
- Participate in district-wide snow removal. Must be available to be on call 24 hours/7days a week during the snow plowing season
- Select materials and supplies from ground shop, load district truck and transport to work area. At the end of shift return unused supplies and materials, clean equipment, leaving district truck in a clean and orderly condition
- Maintain assigned areas by mowing, trimming, edging and pruning, removal of debris, snow removal and salting, and all yard keeping chores
- Set-up and maintenance of all athletic fields based on your assigned location
- Participate in completion of assigned work orders
- Initiate work orders when administration/staff inquires with a new or unusual task
- Report any mechanical failures or negative conditions as observed in the assigned area to supervisor
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- Train assigned employees in the set-up/maintenance/repair methods of outdoor equipment and fields
- Fills-in for absent custodians when needed
- Paint exterior areas assigned by the Building Services Coordinator
- Works inside the building during the winter, when outside functions are not required or appropriate, on assigned custodial projects determined by the Building Services Coordinator
- Perform moving of equipment, materials, and supplies from building to building
- Participate in the housekeeping of the storage building, grounds shop and yard

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- Function independently as applicable to assigned work
- When requested to participate in a crew activity, do so willingly
- Maintain your area with a sense of pride as it represents what you do.
- Be a good example to students, staff and community users as you represent the District
- Assist at other sites as assigned by the Building Services Coordinator

## ESSENTIAL JOB FUNCTIONS:

- **Daily Procedures**
  - Communicate with the Building Services Coordinator for daily events related to assigned areas
  - Wear required uniform, district badge and protective equipment (i.e - goggles, gloves, ear plugs, etc)
  - Select materials and supplies from grounds' shop, load district truck and transport to work area. At the end of shift return unused supplies and materials, clean equipment, leaving district truck in a clean and orderly condition
  - Conduct an ongoing program of general maintenance, upkeep, and repair
  - Debris removal on grounds and parking lots
  - Clean and maintain auxiliary building bathrooms
  - Empty exterior trash cans – comply with local laws and procedures for the storage and disposal of trash, rubbish and waste
  - Inspect equipment prior to each use
  - Maintain all machinery used in the performance of the job
  - Promote personnel safety, safety procedures, and safe working environment
- **Weekly Procedures**
  - Clean and maintain equipment, decks, and district vehicle
  - Turn in weekly vehicle inspection reports to Building Service Coordinator
  - Maintain office and shop area in a clean and orderly way
  - Report any equipment needing repair
  - Responsible for gas, oil, and lubrication of equipment
  - Check and maintain fences
  - Keep storm drains clean
- **Weekly SEASONAL Procedures**
  - Mow and weed whack assigned area
  - Trim trees and shrubs as necessary
  - Perform digging around trees and shrubs
  - Perform weed control along all fence lines, around trees, shrubs, poles, landscaping beds
  - Collect and dispose of leaves and refuse
  - Fill and/or repair ground depressions
  - Ensure that playground equipment and play mulch are maintained
  - Assist Building Services Coordinator in determining where summer help is most needed
  - Remove snow from sidewalks and steps
  - Salt building walkways when weather conditions require
- **Monthly SEASONAL Procedures**
  - Sharpen lawn mower blades
  - Edging of all landscape beds
  - Maintain proper level of mulch around trees and landscaping beds
  - Watering of trees, shrubs, etc when necessary
  - Re-seeding of areas when necessary
  - Painting or paint touch up to external areas when needed or assigned by work order
  - Wash assigned district vehicle. *Exception* when salt is used in winter months vehicle is washed after
- Perform all other tasks as assigned by the Director of Facility Operations or his designee.

The list of essential functions, duties and responsibilities, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function, duty, and/or responsibility does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials up to 50 pounds.

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**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and depths. Most tasks require visual perception and discrimination.

**Environmental factors:** Tasks are regularly performed with exposure to adverse environmental conditions; such as wetness, humidity, machinery, vibrations, temperature and noise extremes, electrical currents, bright or dim lighting, etc.

Geneva Community Unit School District 304 will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request accommodation.

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