

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Summer Groundskeeper	Department: Buildings and Grounds
Reports to: Grounds Lead Facilities Supervisor	FLSA Status: Non-Exempt
Band/Grade/Subgrade:	Bargaining/Work Unit:
Tier/Lane:	Position Last Updated: February 2022

SECTION II: JOB SUMMARY

Under general supervision, performs grounds keeping tasks utilizing various equipment to care for all the district facilities and grounds.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	100%	Maintain buildings in a state of cleanliness and order. Maintain District grounds and athletic facilities to District Standards.

Tasks involved in fulfilling above duty/responsibility:

- Performs grass cutting, landscape work, trimming
- Operates commercial mowers, athletic field equipment, etc.
- Performs exterior cleaning duties such as sweeping sidewalks, picking trash etc.
- Set-up and clean-up for special events
- Prepares fields for athletic events
- Unlocks designated areas, and any other assigned duties
- Ability to recognize hazards and take safety precautions to eliminate them or report to supervisor for action

Other duties as assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated personal dependability / regular attendance
- Able to safely operate commercial grade equipment associated with custodial and grounds operations
- Ability to work positively with other building employees and groups
- Knowledge of standard tools, materials, methods and practices involved in building maintenance and grounds
- Basic computer skills
- Able to follow oral and written directions
- Able to read and understand Safety Data Sheets (SDS)
- Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships

- Demonstrates an appreciation of diversity in all interactions and job functions
- Lifting/Carrying – Up to 10 pounds consistently, up to 40 pounds frequently
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school education or its GED equivalent.
- State of Minnesota driver's license with no restrictions

SECTION VI: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	C	Up to 25 pounds	F		F
Sitting	O	Up to 50 pounds	O		Toxic chemicals
Talking in person/on the phone	O	Up to 75 pounds	N	Moving parts	C
Pushing/Pulling	C	Up to 100 pounds	N	Electrical shock risk	O
Hearing	C	More than 100 pounds	N	Explosives	N
Feeling, grasping, finger dexterity	O	Noise Levels		Fumes	O
Climbing, balancing	O	Quiet (i.e. private office)	N	Extreme cold (non-weather)	N
Stooping (bend at waist)	C	Moderate noise (i.e. business office with printers, light traffic)	F	Extreme heat (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O
Stretching/reaching with hands & Arms	F	Very loud noise (i.e. jack hammer, front row rock concert)	O	Sight	
Distinguishing smell	O			Vision for close work/ability to adjust focus	C
Distinguishing temperature	O			Looking at computer monitor	O
Traveling by automobile	O			Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.