

# **Durham Public Schools**

## **Job Description**

# **Maintenance Services**

## **Groundskeeper**

**JOB TITLE:** Groundskeeper Grade 56

**REPORTS TO:** Grounds Supervisor

**SALARY:** Based on State and Local Salary Schedules

**STATUS:** Permanent, 12 months, Classified

**SUMMARY:** Under general supervision, assists in the grounds maintenance and landscaping functions at facilities of the school system to improve appearance. Work involves the responsibility for safe efficient operation of motorized equipment such as mowers, edgers, and other types of power equipment. Employee must exercise independent judgment and initiative in performing assigned duties. Reports to the Grounds Supervisor.

### **RESPONSIBILITIES & DUTIES:**

1. Cut grass, trim trees and bushes.
2. Check and make minor repairs to maintenance equipment.
3. Maintain playground equipment.
4. Check outside facilities for cleanliness and safety.
5. Install and maintain impact surface around playground equipment.
6. Form and pour concrete.
7. Assist with demolition and renovation projects as needed.
8. Assist with site improvement projects and/or drainage issues such as water and sewer utilities, road and pavement repairs, etc.
9. Trim and edge around walks, flower beds and walls.
10. Prune shrubs and trees to shape and improve growth or remove damaged leaves, branches or twigs.
11. Clean grounds and remove litter.
12. Shovel snow from walks and driveways.
13. Spread salt on public passageways to prevent ice buildup.
14. Repair fences, gates, walls and walks.
15. Clean out drainage ditches and culverts.
16. Sharpen tools such as weed cutters, edging tools and shears.
17. Other related duties as assigned by supervisor and the Director of Maintenance Services.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.
2. Ability to inspect items for proper length, width and shape.
3. Ability to coordinate hands and eyes rapidly and accurately in using hand tools.
4. Ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.
5. Ability to differentiate between colors and shades of color.
6. Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

7. Ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words).
8. Request, maintain and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.
9. Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration.
10. Must be thoroughly familiar with how to operate and maintain assigned automotive as outlined in applicable District's procedures.
11. Must have a general working knowledge of the departments work order system and the document flow associated with that system.
12. Must have general knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

#### **MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:**

1. High School Diploma or GED.
2. Valid N.C. Driver's License.
3. Valid CDL License
4. At least two (2) years experience in operating a mower, weed eater, hand and electric tools.

#### **PHYSICAL REQUIREMENTS: (what is required to perform the job? Climbing, lifting, standing, twisting, etc. How many pounds: Duration of exertion, etc.)**

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

<b>F -Frequently</b> From 1/3 to 2/3 of the time	<b>O- Occasionally</b> Up to 1/3 of the time	<b>R- Rarely</b> Less than 1 hour per week	<b>N- Never</b> Never occurs
<b>PHYSICAL ACTIVITY</b>		<b>NON-PHYSICAL DEMANDS</b>	
Climbing/Balancing	<b>F</b>	Time Pressure	<b>O</b>
Crawling/Kneeling	<b>F</b>	Emergency Situation	<b>O</b>
Walking	<b>F</b>	Frequent Change of Tasks	<b>O</b>
Running	<b>R</b>	Irregular Work Schedule/Overtime	<b>O</b>
Standing	<b>F</b>	Performing Multiple Tasks Simultaneously	<b>F</b>
Sitting	<b>O</b>	Working Closely with others as part of a Team	<b>F</b>
Bending/Stooping	<b>F</b>	Tedious or Exacting Work	<b>F</b>
Lifting/Carrying	<b>F</b>	Noisy/Distracting Environment	<b>F</b>
Grasping/Twisting	<b>F</b>	Other (see 2 below)	<b>F</b>
Reaching	<b>F</b>		
Pushing/Pulling	<b>F</b>		
Fingering/Typing	<b>O</b>		
Others			

## **ENVIRONMENTAL FACTORS:**

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards				C
Chemical Hazards				F
Electrical Hazards				C
Fire Hazards				O
Explosives				R
Communicable Diseases				O
Physical Danger or Abuse				O
Other (see 1 below)				R

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				S
Extreme Temperatures				S
Noise and Vibration				M
Wetness/Humidity				S
Physical Hazards				D

## **PRIMARY WORK LOCATION:**

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
School/Administrative Buildings			

## **RESOURCE REQUIREMENTS: (Place an X by what is required)**

☐ Laptop   ☐ Desktop computer (may be docking station with laptop)   ☒ e-mail address  
☐ Outlook   ☐ VPN   ☐ Cell phone   ☐ Pager  
☐ Two-way radio   ☐ iPad   ☐ Office phone   ☐ Fax   ☐ Printer  
☐ 5 digit extension   ☐ 10 digit telephone number   ☒ District vehicle   ☐ AS400  
☐ SharePoint   ☐ Software (list Microsoft office, Adobe)   ☐ Audio recording device  
☐ Website access   ☐ Building access key/code (for necessary building access during non –traditional hours)

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:**

☐ Hard hat   ☒ gloves   ☒ flash protective equipment suit occasionally  
☒ steel toe shoes   ☒ safety glasses (protective goggles)   ☒ safety vests

## **MACHINES, TOOLS, EQUIPMENT:**

☒ Weedeaters   ☒ mowers (push, walk behinds and riders)   ☒ blowers,   ☒ trimmers  
 (bushes, hedges, trees)

**OPTIONAL:** Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

**DISCLAIMER:**

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

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Signature

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Date