

Durham Public Schools

Job Description

Maintenance Services

Lead Groundskeeper

JOB TITLE: Lead Groundskeeper Level 60

REPORTS TO: Grounds Supervisor

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY: Under limited supervision, oversees grounds maintenance and landscaping work including, but not limited to, storm water maintenance, weeding, landscape installation, grass cutting, edging, hedge trimming, tree pruning, mulching decorative and playground areas, leaf removal, snow removal, and cleanup duties. Work involves assisting and leading crews while they work to complete routine tasks and work orders responsibly, safely, and efficiently, communicating with on-site staff, administration, and supervisors about the status of tasks related to landscape maintenance, directing the efforts of contractors as they complete landscape maintenance tasks, fostering a team environment within the department, and operating motorized equipment such as mowers, edgers, and other types of power equipment. Work assignments are performed accordance with accepted practices. Work is performed in a team environment. Tact, courtesy, and good communication skills are required in frequent contacts with co-workers, department heads, officials, and the public. Employee must exercise independent judgment and initiative in performing assigned duties. Reports daily to and works closely with the Grounds Supervisor.

RESPONSIBILITIES & DUTIES

1. Lead crews to cut grass, including weed eating, edging, and blowing.
2. Communicate with Supervisor, on site staff, and administration to keep all stakeholders apprised of the statuses of landscaping projects and work orders.
3. Manage the efforts of contractors as they complete landscaping tasks.
4. Lead crews to install, weed, and maintain mulched beds and decorative areas.
5. Work in a team environment to complete landscaping projects.
6. Check and make minor repairs to maintenance equipment.
7. Lead crews to trim shrubs and remove weeds from hedges.
8. Lead crews to prune trees for safety, structure, clearance, and aesthetics.
9. Clean grounds and remove litter.
10. Use provided technology (desktop, laptop, tablet) to document and complete work orders.
11. Train staff to operate equipment, perform tasks, complete projects, and assist other crews and departments.
12. Lead crews to maintain storm water infrastructure including curb drains, drain boxes, outlets, and inspected BMPs.
13. Check outside facilities for cleanliness and safety.
14. Lead crews to remove fallen leaves from grounds, or mulch in place where possible
15. Lead crews to salt public passageways to prevent ice buildup.
16. Lead crews to remove snow from walks and driveways.
17. Assist with site improvement projects and/or drainage issues such as water and sewer utilities, road and pavement repairs, etc.
18. Other related duties as assigned by supervisor and the Director of Maintenance Services.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. High School Diploma or Equivalent.
2. Valid N.C. Driver's License.
3. Horticultural or landscape training preferred.
4. Minimum of three years experience with landscaping tools such as string trimmer, edger, blower, zero turn mower, push mower, tiller, chainsaw, hedge trimmer, and hand tools such as shovels, rakes and pitch forks.
5. Valid CDL License desired.
6. Valid NC pesticide applicators license desired.

KNOWLEDGE, SKILLS AND ABILITIES

1. Physical ability to perform manual labor and utilize various motorized equipment and hand tools outdoors throughout the entire calendar year and in adverse weather conditions.
2. Ability to safely drive large maintenance vehicles, tow trailers, and maneuver in tight spaces.
3. Considerable knowledge of various grounds maintenance and landscaping functions.
4. General knowledge of safety precautions applicable to grounds maintenance.
5. Have considerable knowledge of use and operation of grounds tools and equipment.
6. Have knowledge of DPS and maintenance rules, policies, and procedures including but not limited to those relating to purchasing, work orders, and others.
7. Ability to direct the efforts of contractors on site, and communicating with stakeholders.
8. Ability to prepare reports, maintain logs, and keep records according to prescribed formats.
9. Be able to perform minor repairs of grounds equipment in the field.
10. Ability to direct the work of a crew productively, safely, and harmoniously in a team environment in all weather conditions.
11. Ability to monitor the condition of the route/zone and adjust schedules to accommodate changing conditions.
12. Have good communication skills and ability to direct the work of a crew in a team environment in challenging conditions
13. General knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.
14. Be able to stay productive and maintain the productivity of a crew without constant direct supervision.
15. Be able to properly prune and shape hedges and trees.
16. Ability to learn and identify common decorative landscape plants, common perennial and annual weeds in turf and beds, hot and cool season grasses, and common pests and diseases in the landscape and lawn.
17. Ability to safely handle and use pesticides, and to get and maintain a NC pesticide applicators license.
18. Be able to teach and guide employees in all of the above.

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.

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

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards				C
Chemical Hazards				F
Electrical Hazards				O
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
-Environmental Factors-				
Respiratory Hazards				S
Extreme Temperatures				S
Noise and Vibration				D
Wetness/Humidity				W
Physical Hazards				D

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse	X	Outdoors	X
Shop	X	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 ☒ Ear/Hearing Protection

MACHINES, TOOLS, EQUIPMENT:

☒ Weed Eaters ☒ mowers (push, walk behinds and riders) ☒ blowers, ☒ trimmers (bushes, hedges, trees) ☒ Hand tools(shovels, rakes, etc...)

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.

Signature

Date