

## POSITION DESCRIPTION

**Position:** Grounds Maintenance Person FT/PT

**Purpose:** To maintain the school district grounds and bus garage to ensure safety, neatness, and aesthetic attractiveness to provide the students, staff, and community with an outdoor environment that is beautiful and recreationally functional.

**Primary Customers:** **Internal:** Director of Facilities and Safety, Grounds Maintenance Operation Coordinator (MOC), Activities Director, coaches, teachers, and Building MOCs  
**External:** Parents, students, volunteers, community at large

**Position Qualifications:** **Education/Certification:**

- High school graduate or equivalent.
- Certification of good health signed by a licensed physician.
- Valid bus driver's license (CDL) or ability to obtain within probationary period.
- MN Department of Agriculture non-commercial pesticide applicator turf and ornamental license required, before end of probationary period.
- Special boiler's license required; 2<sup>nd</sup> class boiler's license preferred.
- Certified Irrigation Technician Certification (CIT), or ability to obtain within probationary period.

**Experience:**

- Three years' experience in grounds maintenance, grounds person, gardener, or in agriculture.
- Experience in large area snow removal.
- Experience/ability to operate various types of large equipment used for lawn maintenance and snow removal.
- Experience in tree removal.

**Qualifications:**

- Knowledge of district policies and procedures,
- Basic techniques of soil analysis, grass, trees, and shrub disease, treatment and control.
- Proficient in Microsoft Suite products.
- Ability to read construction prints, and/or diagrams and specifications to install or maintain athletic or playground

equipment.

- Ability to be flexible, set/organize priorities, handle multiple tasks, and take direction from multiple sources.
- Ability to analyze the weather and use it for winter storm work direction as well as water conservation in irrigation practices.
- Willingness to learn the State High School League or National Federation Rule Book for the purpose of marking and maintaining all sports event fields and arenas.

All positions are designed to support the **MISSION** of the  
Eden Prairie School District: ***Inspire Each Student***

### **Essential Responsibilities:**

#### **1. Grounds Maintenance**

- Provide district grounds maintenance and gardening work.
- Make recommendations for landscaping, planning, and maintenance of various school grounds.
- Interpret and implement landscape plans and designs.
- Select trees, shrubs, plants, and seeds to be used for planting and beautification of all school grounds.
- Direct the watering of grass, pruning of trees, cultivating of trees and shrubs, cutting of grass, spraying and fertilizing, and other related activities.
- Establish and maintain records on equipment and grounds care.
- Direct removal of snow from all sidewalks, roads, and parking areas
- Supervise the preparation and care of all athletic fields natural and synthetic.
- Report vandalism and/or weather-related damages and direct the repair of such damages.
- Monitor all utility/fuel usage and recommend energy conservation measures.
- Aid the MOC in recommending energy conservation measures as it pertains to grounds.
- Ensure the playgrounds are maintained and kept in safe operation.
- Direct casual labor in day-to-day projects and tasks to ensure a safe working environment.

Result: District grounds are maintained to provide a safe, usable, and aesthetically pleasing landscape.

**2. Assist with keeping maintenance records and log sheets current.**

- Utilize energy management system on computer, record all completed work orders.
- Update and follow safety procedures.
- Complete monthly safety check of buildings.
- Fill out work orders for service technicians.
- Order parts. Share new safety information with custodial staff.

Result: Maintenance records and log sheets are accurate and up to date.

**3. Assist with the maintenance, PM, and repair of grounds vehicles and equipment.**

- Utilize the equipment manuals and specifications to ensure all equipment is operating safely and maintained at regular intervals.
- Assist district mechanics, when needed, in the repair of grounds equipment.
- Direct and train other district staff in the proper use and maintenance of district vehicles and equipment.

Result: The district vehicles and equipment is kept safe and operational. Staff is trained in safe operational procedures.

**4. Assist with bus driving, truck transportation, and courier as needed.**

- Fill in for bus drivers, truck drivers, and district courier as needed.

Result: Bus routes are filled as needed.

**Standard Measures of Accomplishment:**

1. The district grounds are safe, usable, and aesthetically pleasing.
2. The grounds maintenance records and log sheets are managed in a responsible manner.
3. Bus routes are driven as needed.
4. Customers are responded to in a respectful and timely manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Terms of Employment**

Classification Number: Building Services  
Hours/Week: 40\*  
Days/Year: 260\*

\*Hours and days of service are established by the school district and are subject to change according to district need.

Updated: 7/2019  
Revised: 4/2024

Working conditions are determined by written contract between the Building Services Employees and the Eden Prairie School District.

**Evaluation:** A continuous performance improvement process will be developed with the supervisor, the maintenance/operations coordinator.

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