

TITLE: Grounds Maintenance Helper**Page 1****Employee Group:** Maintenance**Reports to:** Maintenance Manager**Supervises:** None**FLSA Status:** Non-exempt**Salary Level:** Group 1 (Helper)

JOB SUMMARY: The Grounds Maintenance Helper assists the Grounds Technicians, Heavy Equipment Operators, and Irrigation/Pesticide Technicians with a broad range of maintenance activities. This position assists with a variety of tasks and projects essential for maintaining district properties and facilities. Additionally, this position performs preliminary work, completes minor projects, and keeps accurate records.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

1. Assists skilled trades staff with ground maintenance, which includes mowing, trimming, planting, pruning, fertilizing, applying soil, spreading bark, and spreading play chips. Assists with the maintenance of trees, plants, and shrubbery beds. Performs general landscaping tasks.
2. Performs a variety of tasks related to the maintenance of grounds, athletic fields, parking lots, sidewalks, drainage systems, and grounds facilities.
3. Under the direction of skilled trades staff, this position performs preliminary work for skilled trades related to applying pesticides/herbicides. Assists with the maintenance of weed control.
4. Retrieves parts and supplies. Operates a variety of equipment and vehicles necessary for the job.
5. Assists with the construction and repair of facilities, fences, retaining walls, playground equipment, etc.
6. Maintains accurate records of inspections and inventory. Completes department forms. Files forms and submits reports as directed.
7. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:**Education and Experience:** -**Knowledge, Skills, and Abilities:**

Knowledge of standard methods employed in grounds, irrigation systems, and pesticide applications.

Knowledge of OSHA standards and safety guidelines.

Skill in utilizing electronic devices and computers.

Skill in operating a variety of tools, equipment, and vehicles.

Ability to perform basic grounds maintenance.

Ability to diagnose minor mechanical problems.

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Ability to accurately complete and maintain written records and forms.

Ability to recognize safety hazards and work safely.

Ability to establish and maintain effective working relationships with students, District staff, parents, and the general public.

Ability to communicate effectively, both verbally and in-writing.

Ability to work independently and establish daily priorities with a minimum amount of supervision.

Ability to follow oral and written instructions.

Ability to respond to emergencies and re-prioritize workload as needed.

Ability to read, write, and perform basic mathematical calculations.

Ability to operate a personal computer using Windows-based software.

SPECIAL REQUIREMENTS/LICENSES:

Must possess and maintain the following:

- An acceptable driving record based on an approved driver's abstract (or Motor Vehicle Record)
- Driver's license verification and validation
- CPR and First Aid Certifications

PREFERRED QUALIFICATIONS:

- Previous experience working with grounds and general landscaping equipment.

WORKING CONDITIONS:

Regularly works in outdoor conditions. Noise level in the work environment is usually moderate to high. Required to travel to and from various District sites within the Edmonds School District and surrounding areas. Required to use your own vehicle with mileage reimbursement. Required to use personal protective equipment (PPE) and adhere to safety guidelines.

PHYSICAL DEMANDS:

This position requires the physical ability to stand, walk, bend, stoop, twist, lift 50 pounds with assistance, push/hold 150 pounds with assistance, reach above shoulder height, climb ladders and work on scaffolds up to 50 feet high, use hand tools, and work in confined spaces and at heights on lifts and catwalks. Required to work in all types of weather conditions. Ability to operate District vehicles with automatic and manual transmissions.

DISCLAIMER: The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed, nor do the examples listed include all functions and qualifications which may be found in positions of this class.

CLASSIFICATION HISTORY:

NEW: August 2025