

**EUCLID BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Grounds Maintenance
Reports to:	Buildings and Grounds Specialist/ Grounds Foreman
Employment Status:	Regular/Full-time
FLSA Status:	Non-Exempt
Description:	Responsible for the maintenance and cleanliness of the school grounds, buildings, grounds equipment and grounds operation. Responsible for performing various maintenance tasks as necessary throughout the district properties.
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students, staff and visitors
- Maintain, repair and care for school grounds and exterior facilities and services
- Maintain school play areas as well as outdoor furniture
- Operate all outdoor related power equipment, mowers, plow trucks, weed whackers, snow blowers, etc.
- Prepare, patches and resurfaces with blacktop and concrete
- Clean and maintain / repair grounds equipment and materials
- Paint fences, buildings, stadium areas, athletic fields and parking lots
- Prepare and maintain all lawns, beds, trees and shrubbery and applies fertilizers, pesticides when appropriate
- Promote good safety practices and procedures for other grounds employees
- Move equipment and furniture throughout the district
- Assists with indoor custodial and maintenance jobs during the winter months

Other Duties and Responsibilities:

- Establish and maintain effective working relationships with other employees and building occupants
- Interact in a positive manner with staff, students and parents
- Ability to work in inclement weather for snow removal, athletic events and day to day duties
- Make contacts with the public with tact and diplomacy
- Demonstrate regular and punctual attendance as well as a positive work ethic
- Perform other duties as assigned by the foreman, buildings and grounds specialist / or business manager

Qualifications:

- High school diploma or general education degree (GED)
- Landscaping experience preferred
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic understanding of landscape maintenance procedures.
- Knowledge of appropriate safety procedures as well as proper care and storage of chemicals
- Ability to read and understand verbal and written instructions, written warnings and labels
- Knowledge of the care of materials, methods and practices essential to proper outdoor care of a facility
- Ability to work independently
- Ability to maintain simple records and make reports

Equipment Operated:

- Trucks / mowers / tow motor
- Landscape tools
- Snow removal equipment
- Various hand and power tools

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional requirement to work near moving mechanical parts
- Occasional exposure to fumes, airborne particles, toxic, dangerous or caustic chemicals, e.g. chlorine, welding dust
- Occasional interaction among children
- Frequent requirement to lift and carry various supplies and materials up to a maximum of 60 pounds
- Occasional requirement to push and pull up to a maximum of 300 pounds (on wheels)
- Frequent climbing of ladders and stairs
- Frequent requirement to sit, stand, walk, talk, hear, see (occasional color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Occasional excessive standing, e.g., to perform repairs
- Occasional requirement to walk in excess of 2-3 miles per day
- Frequent repetitive hand motion, e.g., weed whacking, sweeping, shoveling or raking
- Frequent exposure to loud noises, e.g., power tools, mowers
- Occasional request to work overtime

Required Testing

Pre-employment Skills Test
Pre-Employment Physical

Certificates

CDL (within 90 days)

Continuing Educ./Training

Public School Works annually as directed by BOE

Clearances

Fingerprint/Background Clearance

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: March 11, 2013