

Grounds Crew – Lincoln Elementary

Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

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Position Level: IV

Supervisor: Assistant Director of Facilities

Work Schedule: 8 Hours Per Day/40 Hours Per Week/12 Months Per Year

Basic Job Function:

Perform routine grounds care duties and provide services in caring for outside school areas and equipment on a daily, weekly, seasonal or annual basis

Education and Experience:

High school diploma or GED required

Post-secondary courses beneficial

Related experiences

Knowledge of basic work area operations and procedures

This position holder must abide by the District Policies and Administrative Guidelines and be able to use the Essential Skills to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding need for reasonable accommodation.

TYPICAL DUTIES

Assist in the care and maintenance of outside equipment and facilities

Maintain the exterior facilities to reflect a neat and orderly appearance

Assist in the maintenance and operation of district vehicles

Assist and perform with custodial and maintenance duties as required

Properly operate snow removal and general grounds care equipment

Assist teachers, visitors and staff as needed

Assist students with emergency situations

Be aware of safety and equipment instructions

Collect trash and deposit in dumpster

Repair and maintain assigned equipment

Transport items to the junkyard

Assist with special functions by allowing access to the building

Aerate, seed, drag fertilize and lime playing fields as needed

Maintain utility vehicles

Maintain a log of daily activities

Set up and tear down all sporting events

Assist with deliveries

Serve as substitute for the Food Services delivery person

Transport sports supplies and equipment as needed

Lift and carry five gallon paint buckets and use as directed

Be responsible for signboards

Assist with graduation

Transport routine supplies

Report athletic damage to Athletic Director

Check fire extinguishers

Help with sixth grade camp

Repair blacktop

Sweep as needed

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Set up concession stand
Operate and use hand and power tools
Strive to continually improve skills using appropriate methods
Perform other duties as assigned by Supervisor

ESSENTIAL SKILLS

Physical Demands - Employee must be able to:

Stand for extended periods of time
Walk for extended periods of time
Sit for limited periods of time
Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.
Use hand strength to handle objects, tools, or controls
Perform heavy lifting - up to 80 pounds
Use weight bearing equipment to perform heavy lifting over 100 pounds
Climb/descend full flights of stairs
Drive in all types of weather

Sensory Abilities - Employee must have the ability to use:

Visual acuity to read
Visual, verbal, and hearing acuity to interact with others
Interpersonal skills to communicate effectively with others
Appropriate language
Proper manners

Work Environment - Employee must be able to:

Function effectively in a variety of conditions indoors and outdoors
Perform effectively in a noisy environment
Maintain a safe and sanitary environment

Temperament - Employee must be able to perform:

Effectively in a collaborate team environment
Cooperatively, congenially and be service-oriented
In an environment with frequent interruptions
Under various pressures
Effectively with people of various ages
Patiently, maturely, and be caring with others

Cognitive Ability - Employee must have the ability to:

Follow written and verbal directions
Complete assigned tasks with minimal supervision
Perform independently within the limits of assigned responsibility
Independently make work-related decisions
Organize and manage your work area
Handle stressful situations with others
Give instructions to others
Be self motivated
Manage and prioritize multiple tasks effectively
Assess how others can benefit from your help
Use correct grammar, sentence structure and spelling
Use written communication effectively

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Perform mathematical computations
Be flexible in dealing with others

Specific Skills - Employee must have the ability to:

Learn and use new technology effectively
Implement changes
Appropriately handle confidential information
Use leadership skills and managerial skills
Legally operate motorized vehicles
Utilize knowledge of various equipment
Schedule and perform routine operations
Supervise and instruct others in various activities
Use knowledge of laws relating to vehicular and pedestrian traffic
Use knowledge of laws relating to security of operations and activities
Handle routine and emergency situations effectively
Be flexible
Know basic first aid
Follow a time schedule
Follow routes of travel

License:

Motor Vehicle
Pesticide License

Comments:

Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions, and do so with a high degree of accuracy.
Strive constantly to promote the safety, health, and comfort of students, teachers, and staff.
Possess maturity and ability to effectively deal with stressful situations with all ages and types of people. Needs emotional stamina to function under pressure in a fast-moving work environment and complete the necessary daily operational duties.
Must be friendly, helpful, and patient while working with others to ensure a positive learning experience. Also must have the ability to interact effectively with students.

Evaluation: The employee will be evaluated annually according to Board Policy #512.

ACKNOWLEDGMENT:

Employee: The signature below indicates that I have read, understand, and can use the Essential Skills to perform the Typical Duties and complete the assignments that appear on this Job Description.

Employee Signature: _____

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Date: _____

Supervisor/Administrator: _____

The Gettysburg Area School District is an Equal Opportunity Employer.

Approved copy to:

Employee Handbook

Supervisor/Administrator

Personnel File

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