

Groundskeeper

Purpose Statement

The job of Groundskeeper is done for the purpose of maintaining attractive grounds areas and athletic fields; ensuring the availability of required equipment; protecting against erosion; maintaining grounds for assemblies, recreational activities and/or athletic events; and ensuring assignments are completed in a safe, proper and timely manner.

Essential Functions

- Coordinates with site administrators and athletic coaches for the purpose of adjusting irrigation schedules and field preparation.
- Maintains grounds keeping and athletic equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Removes unwanted plants, shrubs, trees, or weeds that are growing out of place.
- Maintains landscaping and athletic fields (e.g. mow/trim lawns, prunes, trims trees/hedges, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Tills sand areas and inspects the playgrounds on every visit.
- Plants various landscaping materials (e.g. lawns, shrubbery, flowers, lawns, etc.) for the purpose of keeping the areas attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. courtyards, flower beds, layout/line fields, stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Re-pairs playground equipment and irrigation components (e.g. broken lines, sprinkler heads, etc.) for the purpose of providing a functional and safe environment.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Transport various items (e.g. athletic and/or grounds keeping equipment, supplies, fertilizer, etc.) for the purpose of providing materials at job sites and between school sites as required to complete tasks.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Performs other duties or projects as assigned by the supervisor.

Minimum Qualifications

Mental Requirements

Learning Development- Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 2 Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 2 Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noise, temperature extremes, etc

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 109

Work Calendar: Support 12 Month Long