

## Griffin-Spalding County School System

<b>Title: Groundskeeper II</b>	<b>Category: Maintenance/Custodial</b>
<b>Job Details: 230 days/Non-Exempt/Full-Time</b>	<b>Reports To: Maintenance Supervisor</b>
<b>Updated: 12/17/2021 Reviewed: 09/26/2022</b>	<b>Salary Schedule: Classified Pay Grade: GP</b>

### **JOB SUMMARY**

- This position is responsible for the grounds and playground upkeep throughout the School System. Helps install, maintain and repair playground systems in an acceptable manner to allow proper use and safety throughout the school year.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- System wide groundskeeper
- Cleans and maintains property throughout the school system, including detention ponds, creek, wooded areas, play grounds, etc.
- Performs all types of landscape and grounds work
- Plants, grass, sod, shrubs, trees, etc. as needed
- Properly utilizes pesticides for lawn maintenance needs
- Cleans and keeps grounds accessible and safe during and after inclement weather events
- Handles general grounds tasks associated with exterior needs around the school system
- Helps setup and clean-up with regard to outside activities
- Inspects playgrounds and ensures they are well maintained and safe
- Hauls chips and distributes in playgrounds to maintain adequate depths and that the borders are properly maintained
- Cleans and maintains all gutters and downspouts
- Cleans and maintains canopies
- Cleans and maintains signage throughout the system
- Coordinates and manages the efforts of the Detail Crew
- Maintains necessary training to work directly with the Detail Crew
- Assists with various efforts and needs at Memorial Stadium, including set ups, opening, closing, cleaning, etc.
- Assists the high school ground crews with various efforts and fills in if they are short handed or have additional needs
- Performs delivery and pickup tasks throughout the system
- Coordinates and assists with classroom moves and movement of furnishings and equipment required to accommodate construction and renovation efforts
- Moves large volumes of furniture, equipment and materials, relocates same to proper locations and/or adequately stores to be easily moved and set back up efficiently
- Coordinates and assists with setting up and relocating athletic equipment, pads, bleachers, etc. for sports and other events
- Assists with school and extracurricular activity needs (set-up and take-down) Selects proper methods, equipment and materials to facilitate cost effective maintenance, projects and repairs
- Performs all efforts and needs using standard safety procedures—adheres to the safety rules and product directions regarding usage of chemicals, materials and equipment
- Assists and coordinates with the Maintenance Supervisor/Construction and Facilities Director and other divisions of the maintenance department when necessary
- Attends and participates in all recommended training and safety instructions and classes for employees

- Responsible for all parts, tools, equipment, and vehicles assigned to them
- Cooperates with all levels of other school system employees and maintains a good working relationship.
- Abides by laws and local codes, as well as department and school system policies and procedures
- Complies with laws and procedures for the storage and disposal of chemicals, debris, oils, grease, trash and other by-products of work efforts
- Maintains professional conduct at all times
- Attends the necessary training courses and continuing education required to maintain certifications and licenses
- Maintains timesheets, logs, paperwork and data related to the work efforts and progress in a timely manner
- Follows work schedule and attendance requirements in a regular, predictable and punctual manner, as well as the ability to adapt to an extended/flexible work schedule
- Performs other duties as assigned
- Maintains prompt and regular attendance as physical presence on the job site is required

### **SUPERVISES**

- No Supervisory Responsibilities

### **MINIMUM QUALIFICATIONS**

- Five (5) years of experience performing grounds work with at least three (3) years of exemplary grounds experience in an educational, industrial or institutional setting, or equivalent
- High school diploma or equivalent
- Valid Georgia driver's license; acceptably clean MVR (no more than 2 moving violations in 36 months)

### **PREFERRED QUALIFICATIONS**

- Detail Crew Training and Certification
- Equipment Operation Certifications

### **COMPETENCIES NECESSARY TO DO THE JOB**

- Ability to operate a van, light truck, dump truck and pull a trailer
- Working knowledge of materials, methods, tools and equipment of the grounds trade
- Ability to follow oral and written instructions accurately and efficiently
- Ability to communicate effectively
- Ability to climb, stoop, crouch and crawl
- Ability to hear and see (with correction) at levels to ensure accurate job performance
- Ability to work from tall ladders, scaffolds and lifts, as well as in basements, crawl spaces, ceilings, trenches and on roofs
- Ability to operate light machinery, tools, and other equipment required to accomplish various grounds and required tasks (fork lift, man lift, skid steer, chain saw, saw, drill, mower, weed eater, blower, chipper, edger, trimmer, tractor, pressure washer, etc.)
- Ability to work in varied disagreeable environmental conditions/temperatures
- Ability to lift, carry, push/pull at least one hundred (100) pounds on a frequent basis—this could be daily or less frequent depending on the task assigned
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

### **EVALUATION**

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Griffin-Spalding County School System does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.