

APPRENTICE GROUNDS

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Lead Grounds</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Maintenance Personnel, Range 1</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>To provide and maintain high performance standards of work within the school district's system of buildings and grounds in the areas assigned.</i>

Minimum Qualifications

- 1. High School Diploma or Equivalent*
- 2. Verifiable work experience and character references*
- 3. Possession of, or ability to obtain, a valid New Mexico Driver's License, reliable transportation and current auto insurance with minimum liability coverage*

Job Duties

- 1. Perform manual labor - mowing lawns, sweeping, digging, planting, spraying, hauling on the grounds, in the buildings, and parking lots of the school district within the confines of the "work request" system*
- 2. Demonstrate safety precautions in job execution with crew assigned in order to minimize on-the-job accidents and follow proper safety procedures*
- 3. Execute and check own efforts of hauling, mowing, cleaning, planting, and pruning*
- 4. Help to maintain assigned vehicles and tools.*
- 5. Demonstrate economic use of manpower, supplies and equipment.*
- 6. Maintain clean and attractive shop, storage area, and equipment.*
- 7. May be required to be called out on an emergency basis after hours.*
- 8. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
- 9. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
- 10. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
- 11. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
- 12. Evenings and weekend work may be required.*

13. Perform such other tasks as may be assigned.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

.....
I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ *Date* _____

Approved By _____ *Date* _____

