

GROUNDSKEEPER

Purpose Statement

The job of Groundskeeper was established for the purpose/s of maintaining an attractive and safe grounds area/s and athletic fields; protecting against erosion; maintaining grounds for assemblies and/or recreational activities (e.g. track, football, graduation, etc.); applying pesticides; and ensuring assignments are completed in a safe and timely manner. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Director of Facilities

Essential Functions

- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains job related groundskeeping equipment for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Maintains lawns for the purpose of keeping the grounds attractive and protecting against erosion.
- Maintains playground equipment for the purpose of ensuring the availability of equipment in safe operating condition in compliance with established guidelines.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Removes snow and ice (e.g. driveways, parking areas and large, major walk-ways) for the purpose of maintaining a safe environment around buildings.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Assists in the application of pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Repairs irrigation systems and components for the purpose of ensuring equipment and/or components are in proper working order.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining lawns, etc.; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 33% sitting, 34% walking, and 33% standing. The job is performed under temperature extremes and in some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency Experience With Mowers, Tractors and Trimmers Preferred

Required Testing

Pre-employment Physical Exam
Pre-employment TB Test

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Evaluation as outlined in the PASS contract

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

10/9/2009

Salary Grade

Employee Signature _____ Date _____