

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: **Field Man (Groundskeeper)**

QUALIFICATIONS:

1. Possess valid N.J. Commercial Driver's License, and all required endorsements as determined by state law and regulations, and a telephone at place of residence.
2. Physically capable of loading and unloading materials, tools, and equipment required to complete assigned tasks, weight and bulk of item(s) being considered.
3. Capable of accomplishing material requisition forms, work order forms and other paperwork related to assigned tasks, such paperwork not being managerial in nature.
4. Minimum five years continuous employment in the employ of a commercial general contractor or equivalent employment acceptable by the Director of Plant Services.
5. Minimum of three years of safe driving experience.
6. Ability to comply with requirements set forth in the state and district's Harassment, Intimidation and Bullying law and policies.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

SUPERVISED BY:

Director of Plant Services or the Principal of the high school if assigned there permanently.

REPORTS TO:

Director of Plant Services or the Principal of the high school if assigned there permanently.

PRIMARY RESPONSIBILITIES:

1. Maintains and cares for school grounds including pruning of trees and mowing grass areas; repair of fences, curbs, playground equipment, installed athletic facilities, benches, and flagpoles; raking of leaves, pick up of litter, and sweeping of debris and other unwanted materials; and removal of snow and/or ice from pavements, sidewalks or pathways.
2. Delivers and picks up construction instruments, oil and gasoline, mowing equipment, educational material, and any other assigned material.

3. Spreads fertilizer, seed, salt, hay and similar materials in accordance with law.
4. Provides laborer assistance in manual digging and backfilling, moving constructions material and in-drainage projects including clean out of catch basins and storm drain lines.
5. Operates grounds keeping equipment such as but not limited to walk-behind mowers; driver operated mowers including tractors; snow blowers, dump trucks, salt spreaders, line striping machines and tillers. Heavy equipment operator will operate equipment such as front end loader.
6. Performs other duties which are within the scope of employment as may be assigned by administrator(s)/supervisors under the authority of the Board of Education.

GENERAL RESPONSIBILITIES:

1. Assists in vehicle parking at athletic events at Lombardi Field or at any other Old Bridge Township school district site.
2. Assists other designated staff of the Plant Services Department during the winter season when outside maintenance of grounds is suspended.

EVALUATION:

1. By the Director of Plant Services or the Principal of the high school at least annually In accordance with procedures established by the Board of Education. In case of the high school assignee, the principal and Director of Plant Services will share this responsibility.
2. Nothing herein shall be construed to limit advancement from within the present staff. Qualifications as listed shall apply to all maintenance personnel hired after June 30, 1981.

Legal References:

N.J.S.A. 18A:6-7.1	Criminal History record; employee in regular contact with pupils:
grounds	for disqualification from employment
N.J.S.A. 18A:7F	Educational facilities construction and financing act
N.J.S.A. 18A:16-2	Physical examinations: requirement
N.J.S.A. 18A:17-49	
through -52	Definitions relative to public school facilities
N.J.S.A. 18A:27-4	Power of Boards of Education to make rules governing
employment of	teacher, etc.: employment there under
N.J.S.A. 34:5A-1 <u>et seq.</u>	N.J. Worker and Community Right to Know Act
N.J.A.C. 6:3-4A.4	Requirements of physical examinations
N.J.A.C. 6:24	Comprehensive maintenance plans
N.J.A.C. 6A:19-10	Safety and health
N.J.A.C. 6A:26	Educational facilities
N.J.A.C. 6A:26-12	Operation and maintenance of facilities
N.J.A.C. 12:90,3.4, 3.5	License for high and low pressure boiler operators
N.J.A.C. 12:100-4.2	Adoption by reference

Blood borne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Manual for the Evaluation of Local School Districts (Revised September 2002) 7.6

Health and Safety, 7.7 Comprehensive Maintenance Plan, 7.8 Facilities Master Plan

Adopted: 06/29/1981

Revised: 04/12/2011