



PECOS-BARSTOW-TOYAH ISD

Job Title:	Horticulturist Groundskeeper	Exemption Status/Test:	Nonexempt
Reports to:	Director of Maintenance	Pay Grade:	Auxiliary Pay Grade
Dept./School:	Maintenance Department	Date Revised:	04.24.2025

Primary Purpose:

Maintain safe and attractive grounds and landscaping for the district.

Qualifications:

Education/Certification:

High School Diploma or equivalent
Clear and valid Texas driver's license
Integrated Pest Management Certification

Special Knowledge/Skills:

Experience with lawn maintenance, pruning, and other groundskeeping tasks.
Ability to follow verbal and written instructions.
A sound understanding of plant care, including soil preparation, planting techniques, and pest control.
Knowledge of basic construction, routine maintenance, and repair procedures.
Ability to communicate effectively (verbal)
Ability to operate hand and power tools
Ability to work independently

Experience:

None

General Responsibilities and Duties:

- Regular attendance and punctuality
- Support and align work with the District's mission, vision, and beliefs.
- Follow and support Board Policies in areas of related responsibility.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

Primary Responsibilities and Duties:

Grounds and Landscaping:

1. Mow and detail all district grounds, including athletic fields.

2. Follow a scheduled maintenance plan to care for lawns, trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
3. Plant shrubs and vegetation.
4. Mowing lawns, trimming hedges, weeding, raking leaves, and maintaining other outdoor areas.
5. Applying pesticides, herbicides, and other chemicals to control pests and diseases requires an IPM applicator's license.
6. Maintaining and repairing irrigation systems.
7. Complete repairs as directed on work orders or by the maintenance foreman.

Safety:

8. Operate tools and equipment according to prescribed safety procedures. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
9. Correct unsafe conditions in the work area and promptly report any not immediately correctable conditions to the supervisor.
10. Help keep vehicles, equipment, and tools in safe operating condition.
11. Inspect and adjust tools and equipment for safety and efficiency, and perform preventive maintenance as needed.
12. Help keep vehicles, equipment, and tools in safe operating condition.
13. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate equipment and use tools according to established safety procedures.
14. Correct unsafe conditions in the work area and promptly report any not immediately correctable conditions to the supervisor.
15. Maintain tools and equipment and perform preventive maintenance as required.
16. Follow district safety protocols and emergency procedures.

Other:

None

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used

- Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van.

Posture

- Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion

- Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

Lifting

- Heavy lifting and carrying (50 pounds and over) daily.

Environment

- Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent district travel.

Mental Demands

- Maintain emotional control under stress.

This document outlines the general purpose and responsibilities associated with this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor's Name (Printed): _____

Supervisor's Signature: _____ Date: _____