



SPRING LAKE

PUBLIC SCHOOLS

JOB DESCRIPTION

Position Title: Grounds/Maintenance Employee
Department: Operations
Reports To: Maintenance Director
FLSA Status: Nonexempt
Date: May, 2026
FTE: Full-time Position

POSITION SUMMARY:

The Grounds/Maintenance Employee is responsible for maintaining athletic fields, campus grounds, irrigation systems, pool facilities, and school buildings to provide a safe, clean, and attractive environment for students, staff, and the community. This position performs a variety of groundskeeping, custodial support, and general maintenance duties throughout the year, including snow removal and indoor maintenance tasks during the winter season.

TYPICAL JOB REQUIREMENTS: Include, but are not limited to:

- Maintain athletic fields, landscaped areas, playgrounds, sidewalks, parking lots, and campus grounds
- Operate, maintain, and repair irrigation systems
- Assist with pool facility maintenance including routine inspections, cleaning, water testing, and maintaining safe operating conditions
- Obtain and maintain Certified Pool Operator (CPO) certification as required by the district
- Perform debris and litter removal from sidewalks, parking lots, athletic areas, and school grounds
- Maintain and safely operate groundskeeping equipment and tools including mowers, trimmers, blowers, plows, and utility vehicles
- Assist with snow plowing, salting, and snow removal during winter weather conditions.
- Complete miscellaneous maintenance and repair tasks including classroom repairs, equipment repairs, painting, and minor carpentry or plumbing work
- Assist with deliveries, furniture moving, and event setup/teardown for school activities and community events
- Perform preventative maintenance inspections and report repair needs to supervisors. Ensure compliance with safety procedures and proper use of equipment and materials
- Work collaboratively with maintenance, custodial, and operations staff to support district needs.
- Other duties may be assigned

QUALIFICATIONS: To perform a variety of semi-skilled and skilled work in several areas of the building and grounds through the District. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent required
- Experience maintaining athletic fields, campus grounds, irrigation systems, and pool facilities preferred
- Certified Pool Operator (CPO) certification preferred. Candidates without certification must obtain CPO certification within a district-established timeframe following hire
- Preference will be given to candidates currently holding a valid CPO certification
- Experience operating groundskeeping and snow removal equipment preferred
- General knowledge of building maintenance practices and repair techniques
- Ability to safely use hand tools, power tools, and maintenance equipment
- Ability to lift, carry, push, and pull equipment and materials up to 50 pounds
- Ability to work outdoors in varying weather conditions year-round
- Valid driver's license with a satisfactory driving record required
- Ability to work independently and as part of a team

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift 50-80 pounds
- Able to work in a wide variety of outside temperatures
- Able to be available for early morning snow removal
- Able to work at different heights
- Able to operate all types of grounds and maintenance equipment
- Able to bend and lift many types of grounds supplies, lift and move equipment
- Able to use basic tools for grounds such as ladders, shovels, clippers, chainsaws, gas/diesel powered grounds equipment
- Able to deal with herbicides, fertilizers, ice melter and refuse
- Regular and predictable attendance expected
- In-person work required

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- We expect respect for all individuals as valued members of our school community
- The person is expected to be self-motivated and task-oriented and able to work alone in the district and able to accept feedback and demonstrate core values

WORK SCHEDULE:

Full-time, year-round position; occasional evening or weekend work required for special events, pool operations and/or snow removal operations

COMPENSATION & BENEFITS:

Competitive salary and benefits package offered in accordance with district policies and applicable collective bargaining agreements.

APPLICATION PROCESS: Applications accepted via Applitrack. Interested candidates should submit an application, resume and any relevant certifications or experience.

The Spring Lake School District complies with all Federal laws and U.S. Department of Education requirements prohibiting discrimination and does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status or disability, or limited English proficiency in any of its programs or activities. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned.