

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Grounds Worker 1 and 2**
Reports to: **Director of Operations**
Directed by: **Director of Operations**
Work Year: **12 Months per Year**

FLSA Status: **Non-Exempt**
Classification: **Classified-PSE**
Supervises: **None**
Salary: **As Stated in Schedule**

Position Summary: Responsible for maintenance and upkeep of grounds/parking lots, landscape, and storm water conveyance.

Qualifications Required - Grounds Worker 1:

- One or more years of experience in related commercial grounds-keeping position.
- Working knowledge of all safety standards, laws, codes, rules and regulations which pertain to this position.
- One to three years of experience in all or some of the following: planting and maintaining trees and shrubs, fertilizing lawns and planting areas, installing and repairing fences and gates, maintaining storm drain systems, maintaining driveways and parking areas, maintaining tracks and play/sports fields, backhoe/tractor/truck/loader operation, lawn and field mower operation, small power equipment operation.
- Familiarity with regional plant material and growing zones.
- Working knowledge of the maintenance of grounds department equipment.
- Possess a valid Washington State driver's license, be able to drive, and qualify under the District's insurance carrier when driving a District vehicle.
- Proficient in Microsoft Office Suite.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Required Grounds Worker 2:

- All of the above AND
- Three or more years of experience in related commercial grounds-keeping position.
- Three or more years of experience in all or some of the following: planting and maintaining trees and shrubs, fertilizing lawns and planting areas, installing and repairing fences and gates, maintaining storm drain systems, maintaining driveways and parking areas, maintaining tracks and playfields, backhoe/tractor/truck/loader operation, lawn and field mower operation, small power equipment operation.
- Washington State Department of Agriculture pesticide spray application, or ability to obtain within 90 days of hire.

Qualifications Desired:

- Previous experience in a public school setting or related learning/development environment.
- Familiarity with work order management and facilities scheduling software.

Essential Functions and Responsibilities Grounds Worker 1:

- Works from plans, sketches, work requests, written and verbal directions.
- Keeps records, stores and applies chemicals in compliance with the law.
- Competently operates all equipment, tools, and vehicles necessary to perform the assigned duties.
- Exercises independent judgment in appraising a problem and selecting a suitable solution, and freely consults with supervisor on changes as needed.
- Assists in estimating labor and material costs as required and tabulates cost data on finished work requests.
- Understands and practices all safety requirements associated with the work and reports any unsafe conditions to the supervisor.
- Instructs and advises others in the proper use and care of grounds department equipment, when needed.
- Prepares sports fields for games/events.

Essential Functions and Responsibilities Grounds Worker 2:

- All of the above AND
- Schedules, maintains, designs, and repairs irrigation systems.
- Provides feedback and monitors the online facilities management database system.

Nonessential Skills and Experience:

- Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

- Demonstrated ability to effectively establish work priorities, and to make independent decisions.
- Demonstrated ability to work on multiple tasks simultaneously.
- Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
- Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
- Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
- Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
- Demonstrated professionalism through conduct, punctuality, and minimal absences.
- Demonstrated ability to adapt to a variety of working situations and learn new skills.
- Demonstrated ability to follow oral and written directions.

- Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
- Demonstrated strong initiative and self-motivation.

Physical Demands and Work Environment: The physical demands and work environment characteristics 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.

- *Physical Demands-* Majority of the time spent outdoors; reaching with hands or arms, using fingers; balancing; stooping/bending; talking and hearing; may lift up to 70 lbs.
- *Work Environment-* Conditions vary, depending on location within and outside of building, with occasional high noise level and varying light levels. Occasionally may use ladders, power tools; may wear basic PPE (rubber gloves, ear protection, goggles).

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

Approval/Revision Date: May 6, 2022

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.