

JOB DESCRIPTION
Salina Unified School District #305

SCHOOLS/GROUNDS MAINTENANCE WORKER

Purpose Statement:

The job of Schools/Grounds Maintenance Worker is done for the purpose/s of maintaining attractive grounds area/s; ensuring the availability of required equipment; protecting against erosion; maintaining grounds for assemblies and/or recreational activities; ensuring assignments are completed in a safe, proper and timely manner.

Essential Functions

- Cleans landscaped areas and related items (e.g. storm drains, rain gutters, leaves, etc.) for the purpose of preventing flooding and removing hazards.
- Maintains groundskeeping equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains landscaping (e.g. lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Plants various landscaping materials (e.g. lawns, shrubbery, flowers, lawns, etc.) for the purpose of keeping the areas attractive and protecting against erosion.
- Prepares grounds (e.g. courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies and/or recreational activity.
- Repairs playground equipment and irrigation components (e.g. broken lines, sprinkler heads, etc.) for the purpose of providing a functional and safe environment.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Transports various items (e.g. equipment, supplies, fertilizer, etc.) for the purpose of providing materials at job site as required to complete tasks.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including operating heavy equipment, snow removal equipment, mowers, hand & power tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: method of preparing and maintaining various plants, shrubs, lawns, etc.; safety practices and procedures

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. 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; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Drug Screening
Pre-employment Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Background Investigation
TB Screening

FLSA Status

Non Exempt

Approval Date**Salary Grade**

Maintenance Base 9.20

Range 18