JOB DESCRIPTION

TITLE: **Groundskeeper**

DEFINITION:
Personnel who are employed to perform duties that relate to the appearance, repair and general care of school grounds in the county school system. Additional assignments may include the operation of a small heating plant and routine cleaning duties in buildings.

QUALIFICATIONS:
1. High school diploma or equivalency;
2. Ability to safely operate and maintain groundskeeping tools and equipment;
3. Ability to follow written and verbal instructions, prioritize assigned tasks, and work independently or as part of a team;
4. Ability to communicate effectively and interact professionally with students, staff, and the public;
5. Valid driver's license;
6. Ability to obtain and maintain any licenses or certifications required for assigned duties;
7. Successful completion of district-required employment screenings and background checks;
8. Pass the approved West Virginia Service Personnel Test for Groundskeeper.

REPORTS TO: Maintenance Supervisor

JOB GOALS: To maintain safe, clean, attractive, and functional school grounds, athletic fields, and outdoor facilities that support student learning, school activities, and community use through effective groundskeeping and routine maintenance.

CONTRACT TERM: 261 days. Salary will be established by the Monongalia County Board of Education on an annual basis.

EVALUATION: Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

ESSENTIAL JOB FUNCTIONS:
1. Operate district vehicles, equipment, and machinery to maintain school grounds, athletic fields, parking lots, and access roads.
2. Safely hitch, pull, and maneuver trailers; operate groundskeeping machinery on steep grades and uneven terrain; and operate a plow/salt truck to remove snow and apply ice-control materials to ensure safe access to district facilities.
3. Mow, trim, edge, and maintain lawns and other grassy areas throughout district properties.
4. Plant, water, weed, mulch, prune, and maintain trees, shrubs, flowers, and landscaped beds.
5. Maintain athletic fields, including but not limited to mowing, marking playing surfaces, and preparing grounds for practices, games, and district events.

6. Remove litter, leaves, branches, and other debris from grounds, sidewalks, parking areas, and outdoor gathering spaces.
7. Remove snow and ice from designated sidewalks, entrances, steps, and other areas; apply approved ice-control materials as needed.
8. Inspect grounds and outdoor facilities for hazards, damage, drainage concerns, and maintenance needs; promptly report concerns to the supervisor.
9. Perform minor repairs to fences, gates, benches, landscape borders, and other outdoor fixtures within assigned training and responsibilities.
10. Operate groundskeeping equipment, including mowers, tractors, trimmers, blowers, and other district-approved machinery.
11. Inspect, clean, and perform routine maintenance on assigned equipment; report defects and arrange for repairs through the supervisor.
12. Assist with irrigation maintenance and watering schedules, where applicable.
13. Handle, store, and use fuel, fertilizers, and other groundskeeping materials according to district procedures, product instructions, and applicable requirements. Apply pesticides or herbicides only when properly trained and authorized.
14. Maintain accurate records of assigned work, equipment maintenance, and supplies used.
15. Follow established safety procedures and use required personal protective equipment.
16. Coordinate work to minimize disruption to instruction, student activities, and school operations.
17. Assist maintenance personnel with related tasks and respond to urgent grounds or weather-related needs as assigned.
18. Perform other duties as assigned by administration.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain positive public and employee relations.
5. Attend state and local meetings concerning instruction.

PHYSICAL DEMANDS: The position requires regular outdoor work in varying temperatures and weather conditions. Duties involve standing, walking, bending, kneeling, reaching, pushing, pulling, and operating equipment over uneven terrain.

The employee must be able to move tools, equipment, and supplies necessary to perform assigned duties, using appropriate lifting techniques, mechanical assistance, or team assistance as needed. Essential functions may be performed with reasonable accommodation.

WORK ENVIRONMENT: The work environment described here is 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.

While performing the duties of this job, the employee is exposed to humid conditions, a variance of cold and heat, fumes, chemicals, noise, dust, pollen, fuel, and groundskeeping materials.

JOB DESCRIPTION REVIEW: This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.