Grounds Keeper III

Redmond School District
Job Description

Job Title: Grounds Keeper III
Reports To: Grounds Maintenance Supervisor
FLSA Status: Non-Exempt
Classification: Classified
Contract Days: 260

JOB SUMMARY

In addition to operating all types of grounds equipment and conducting a wide variety of grounds maintenance of improved and unimproved grounds, playgrounds, irrigation systems, sports turf, fencing, paving, concrete and snow removal, the Grounds Keeper III position leads skilled groundskeepers and non-skilled laborers on job assignments. This position is responsible for backflow prevention assembly testing and reporting; the small engines maintenance program and district-wide battery maintenance program for custodial equipment and generators. This position frequently works independently and with little supervision.

DISTINGUISHING CHARACTERISTICS

This position requires advanced organizational skills and the ability to work with minimal supervision. Multiple competencies and certifications are required, including welding, forklift operations, small engine repairs and backflow testing licensure. This position performs all interior building backflow-device testing and reporting for the district as well as assisting with the exterior devices. This position requires the ability to problem-solve and troubleshoot independently. Background knowledge and experience in plumbing, irrigation systems, turf maintenance and pest management is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Leads Grounds Keeper I work crews and adjusts their daily work assignments.
2. Conducts quarterly battery and battery charger maintenance and reporting of all DC voltage operated equipment for the Facilities Department, including auto scrubbers and generators.
3. Performs annual testing and local agency reporting for approximately eighty backflow prevention assembly devices throughout the district. Notifies the fire monitoring company to put systems in test mode when they will impact the flow switches.
5. As required, follows confined space entry program requirements when working in ground vaults.
6. Responsible for medium-sized fleet of snow blowers/throwers, including fueling, maintenance and repairs.
7. Delivers and stocks ice melt products to all district building sites.
8. Delivers man/scissor lifts to school sites using heavy equipment trailers. Assists custodial and maintenance personnel with man-lift operations.
10. Performs weekly grounds safety and vandalism checks of district’s charter school.
11. Operates and performs maintenance/repairs annually and as needed on a wide variety of landscape equipment, including chippers, edgers, pressure washers, chainsaws, pole saws, hedgers, string trimmers and blowers. Maintenance includes sharpening blades, restringing pole cords, rebuilding carburetors, filters, greasing, plugs and creating parts list for purchasing. Files a record of maintenance and repairs.

12. Operates and transports heavy equipment, including tractors with loaders, dump trucks, aerators, small and large area mowers and pick-up trucks pulling heavy equipment trailers.

13. Installs, repairs and maintains irrigation systems including pumps, water lines, sprinkler heads, automatic valves, and controllers.

14. Performs turf installation and maintenance including tilling, seeding, sodding, fertilizing, mowing, edging and weed management. Responsible for control of weeds and other vegetation in all non-improved areas of district properties including borders and non-turf areas.

15. Performs tree and shrub maintenance including planting, transplanting, trimming, removal and disease management.

16. Performs asphalt patching and small asphalt crack sealing projects.

17. Performs the maintenance of painted curbs and parking lot markings.

18. Installs district exterior signs.

19. Performs playground equipment repairs and maintenance.

20. Prepares middle school and high school athletic fields including applying game markings and dragging fields.

21. Builds forms for new walkways; mixes and pours concrete; and performs concrete surface finishing.

22. Performs the installation and maintenance of cyclone fencing and gates.

23. Welds and repairs grounds equipment, including guards, decks and frames.

24. Purchases, delivers and spreads fall zone materials for playground safety, including wood chips and pea gravel.

25. Cleans and maintains sidewalks, parking lots and roadways as needed.

26. Performs district-wide snow removal including the operation of truck-mounted snow blades and snow blowers/throwers.

27. Maintains safe environments for both public use and work areas.

28. Responds to emergency calls to troubleshoot and make grounds repairs.

29. Maintains required licensure for backflow prevention device testing.

30. Performs other skilled work as needed as a member of the Groundskeeper crew.

31. Attends work regularly in clean uniform.

32. Occasionally perform work beyond a standard 40-hour work week when work-load requires.

33. Other duties as needed.

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**MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

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

2. Attends staff meetings and in-service trainings.

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**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

- **Education and/or Experience:** High school diploma or GED equivalent. A minimum of five years of experience in grounds irrigation, horticulture and overall grounds maintenance is required.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must have ability to understand and follow oral and written directions. Able to establish and maintain effective relationships with those encountered in the course of the work. Must have leadership abilities to effectively organize, schedule and oversee personnel in a team setting.

- **Language Skills:** Ability to communicate clearly and concisely both orally and in writing in English. Ability to respond to common inquiries or complaints from supervisor or staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions and percentages.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to learn and apply new information or new skills.

- **Computer Skills:** Ability to proficiently use Microsoft Outlook email, the Big Web work order program, Excel spreadsheets and produce written documents using Word.

- **Other Skills and Abilities:** Ability to appropriately communicate with diverse staff and others including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions and deadlines. Ability to juggle multiple tasks and possess excellent organizational and time management skills.

- **Certificates, Licenses, Registrations:** Oregon Driver’s license and ability to maintain insurability under the District’s vehicle insurance policy is required. Annual training and qualifications are to be maintained for backflow testing license. Welder and forklift certification or equivalent experience is required. Possession of CPR/First Aid Certificate is desirable.

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**WORKING CONDITIONS**

This employee can anticipate a variety of working conditions, including on occasion working in monitored confined space entries, in inclement weather and around sewage.

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee is regularly required to use hands to fingers, handle, feel or operate objects, tools or controls and reach with hands and arms.
- The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch or crawl.
- Employee is regularly required to reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
Work Environment

The employee works primarily outdoors which involves frequent exposure to inclement weather. Routine duties require the handling and mixing of toxic materials which carries the inherent danger of spillage and exposure. Operating vehicles and equipment throughout the school district also creates a degree of hazard normally associated with vehicular travel. The employee frequently lifts or maneuvers materials and equipment in excess of 100 pounds. The employee works in confined spaces when performing backflow device testing and digging ditches.

OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Lynn Evans                                Update: December 2014

I have read and understand this job description.

Signature: ________________________________________  Date: ________________

Printed Name: ______________________________________

Supervisor By: _____________________________________  Date: ________________

Printed Name: _____________________________________