Job Title: Groundskeeper I
Reports To: Lead Groundskeeper (primary) & Facilities Supervisor (secondary)
FLSA Status: Non-Exempt

JOB SUMMARY
Under the supervision of the maintenance supervisor; the Groundskeeper ensures the upkeep, cleanliness, and improvement of all grounds, athletic fields, grounds equipment and buildings assigned to him/her.

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. Operates and maintains lawn mowers and sweepers and other power equipment used in grounds work (sprayers, pruners, and trimmers) to ensure they work effectively and safely.
2. Maintains flower beds and other landscaping including laying bark, weeding, edging etc.
3. Set-up for athletic events including preparing fields, opening facilities (gates, grandstands, restrooms).
4. Maintains athletic fields and tracks.
5. Inventories grounds equipment and supplies.
6. Assists work crews with the installation of irrigation systems, fence and boundary markers.
7. Assists head custodians work crews and other persons responsible for grounds at all schools.
8. Works successfully with others following proper channels in communicating complaints or concerns about building or District level operations.
9. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
10. Takes the initiative in proposing improvements to grounds, including lawns, shrubs, trees, flowers, seeding, planting and landscaping.
11. Reports safety, sanitary and fire hazards immediately to supervisor.
12. Maintains appropriate certifications and training hours as required.
13. Occasionally performs work beyond a standard 40-hour work week when workload requires.
14. Follows all District policy(ies) and procedures including consistently using personal protective equipment (PPE).
15. Attends work regularly and is punctual.
16. Other duties may be assigned as needed.

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 in maintaining an inventory of supplies and equipment by reporting to lead worker or supervisor.
2. Assists maintenance and custodial as necessary.
3. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES
All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.
MINIMUM QUALIFICATIONS
1. High school diploma or General Education Diploma (GED).
2. Unrestricted valid Oregon driver's license and clean driving record.

PREFERRED QUALIFICATIONS
1. Previous experience working in landscaping or groundskeeping.
2. Previous hazardous communication preferred.

KNOWLEDGE, SKILLS AND ABILITIES
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.

1. Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately.
2. Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
3. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.
5. Ability to operate variety of mowing and landscaping equipment including mowers, trimmers, edgers, weed whackers, etc.
6. Certificates as determined by the District including ability to obtain a valid CPR/First Aid card.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; use hands for fine manipulation, handle or feel; reach with hands and arms; stand and stoop, kneel, crouch or crawl. The employee is regularly required to sit and occasionally climb or balance and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. The employee must demonstrate strength and dexterity to operate cleaning tools, tractors, and drills.

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.

The noise level in the work environment is usually low to moderate, but occasionally high. The employee
is exposed to a variety of conditions including: wet or humid; work near moving parts; work in precarious places; use of a variety of petroleum-based agents; outdoor weather conditions; and potential risk of electrical shock and vibration.

**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

Updated: April 2017

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

_________________________________________________  ________________
Employee Signature:                                      Date:

_________________________________________________
Employee Print Name

_________________________________________________  ________________
Supervisor Signature:                                    Date:

_________________________________________________
Supervisor Print Name