

Job Title: GROUNDKEEPER
Reports to: Grounds Foreman
Dept./School: Maintenance
Wage/Hour Status: Non-exempt
Date Revised: December 14, 2015

Primary Purpose

Maintain safe and attractive grounds and landscaping for the district.

QUALIFICATIONS

Education/Certification

Valid Texas driver's license

Special Knowledge/Skills

Ability to read and understand written instructions
Ability to communicate (verbally)
Ability to operate tractor and landscaping equipment
Ability to operate riding or power mower, power tools, and hand tools

Experience

None

MAJOR RESPONSIBILITIES AND DUTIES

Grounds and Landscaping

1. Mow and detail all district grounds, including athletic fields.
2. Care for trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
3. Plant shrubs and vegetation.
4. Assist with the preparation of athletic fields for games, including chalking fields.
5. Water grounds and apply fertilizer.
6. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.
7. Assist with the inspection, repair, and installation of sprinkler systems.
8. Dig and fill holes in yards, pavement and fields.
9. Inspect jobs upon completion and ensure areas are clean.
10. Receive and complete work orders as required by Maintenance Department policies and procedures.
11. Maintain accurate records on material and labor used as required by Maintenance Department policies and procedures.
12. Maintain inventory of district-owned tools, equipment, and materials.
13. Work with building principals and supervisors to complete projects.
14. Respond to emergency calls as needed.

Driving

- 15. Operate light truck to transport furniture and equipment throughout district.

Safety

- 16. Instruct assigned personnel on proper and safe use of tools and equipment.
- 17. Operate tools, equipment, and machinery according to prescribed safety procedures.
- 18. Follow established safety procedures including lifting, climbing and stooping.
- 19. Ensure that vehicles, equipment, and tools are in safe operating condition.
- 20. Inspect, clean and adjust tools, equipment and vehicles for safety and efficiency.
- 21. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

- 22. Transport workers and equipment to work sites throughout the district.
- 23. Follow and abide by School Board and Maintenance Department policies and procedures.
- 24. Perform other duties as assigned by supervisor.
- 25. Maintain confidentiality of information.

Supervisory Responsibilities

None.

EQUIPMENT USED

Tractor and mower, riding and power mower, gas-powered weed trimmer, blower, edger, sprayer, striping machine, garden and hand tools, posthole auger, aerator. Light truck or van.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work outside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises. Frequent district wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____