

**Roswell Independent School District
Job Description**

Job Title: GROUNDSKEEPER

Reports To: COORDINATOR FOR MAINTENANCE

General Job Description:

The job of Groundskeeper is done for the purpose(s) of providing support to district campuses; ensuring that the buildings, grounds, playgrounds and parking lots are maintained in a safe, attractive and healthful condition for students, staff and the public; and to resolve immediate operational and/or safety concerns.

Essential Duties and Responsibilities:

1. Cleans landscaped areas and related items for the purpose of preventing flooding and removing hazards.
2. Coordinates, supervises, assists, cleans district grounds (e.g. sports, extracurricular activity areas, fields, etc.) for the purpose of helping school events, sports, and other programs run smoothly.
3. Maintains grounds, keeping equipment and tools for the purpose of ensuring for the availability of equipment in a safe operating condition.
4. 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.
5. Prepares documentation (e.g. work orders, purchase orders, etc.) for the purpose of providing written support and/or conveying information.
6. Prepares grounds (e.g. ball fields, courtyards, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies and/or recreational activity.
7. Repairs a variety of items, systems and/or components (e.g. safety rails, sidewalks, playground equipment, fences, park benches, gymnasium equipment, water systems, lighting fixtures/systems, carpeting, vinyl floors, furniture, etc.) for the purpose of ensuring that items are available and in safe working condition.
8. Responds to emergency situations (e.g. flooding, downed trees, snow removal, broken fences, etc.) for the purpose of resolving immediate safety concerns.
9. Supervises grounds staff (e.g. work orders) for the purpose of ensuring work assigned is completed safely, efficiently and effectively.
10. Work cooperatively with colleagues, supervisors, and administrators.
11. Demonstrate ethical behavior.
12. Engage in self-development.
13. Follow District policies and administrative rules and regulations.
14. Maintain behavior appropriate to performing and accomplishing assigned duties.
15. Know what to do to successfully complete assigned work.
16. Project over-all concern for personal appearance as it relates to job performance.
17. Carry out assignments and instructions from supervisor(s) in a competent and efficient manner.
18. Work in a safe manner with personal safety and the safety of others as the number one priority.
19. Communicate with supervisor and co-workers.
20. Receive all merchandise, unload, inspect, and accept deliveries.
21. Using the current work order system: Perform tasks on work orders assigned in a capable and timely manner. Complete and turn in work order paperwork in a timely manner with purchases, labor, and work performed listed.
22. Plan and execute schedule for mowing, watering and fertilizing athletic practice and playing fields.
23. Spray for insects and pests that harm fields.
24. Spray for insects and pests that invade the buildings.
25. Maintain vehicle in orderly manner.
26. Follow assigned mowing schedule. Keep sports fields stripped as needed during specific sports seasons.
27. Ability to maintain sprinkler systems.
28. Assists other personnel, as may be required for the purpose of ensuring and efficient and effective work environment.
29. Plant a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.

GROUNDSKEEPER (CONT'D)

30. Secures equipment, supplies and materials for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
31. Transports items (i.e. tools, equipment, athletic equipment, supplies, furniture, etc.) for the purpose of ensuring the availability of materials required at job sites and/or other district facilities.
32. Working independently under Board organizational policies to achieve organizational objectives; providing information and/or advising others; and operating within a defined budget.
33. Utilizing significant resources from other work units is routinely required to perform the job's functions.
34. Manual physical labor, lifting and moving materials, furniture, equipment, and supplies.
35. Maintain assigned uniforms, equipment, tools and shop area in operable, safe, and attractive status.
36. Account for supplies, materials, and equipment as required.
37. Complete records and reports as required in a timely manner.
38. Maintain facilities security.
39. Be familiar with inventory procedures.
40. Ability to operate calculator and count accurately.
41. Ability to maintain sprinkler systems.
42. Service and maintain lawn equipment as needed.
43. Required to schedule activities; collate data; and use basic job-related equipment.
44. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities and working as part of a team.
45. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
46. Perform any other duties/functions as assigned by your immediate supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED.
2. Job related experience is required.
3. Possess a Valid Driver's license appropriate for operating vehicles of the size required of this position.
4. Possess 3A, 3B, and 7A, and 7B sprayer's license.

Physical Requirements:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (50 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (50 pounds) maximum occasionally.
3. Work overhead and in tight areas.
4. Hand/eye coordination, normal range of sight.
5. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people.
6. Ability to operate heavy equipment such as front end loader, back hoe, bobcat, fork-lift, etc. in a safe manner.
7. Have the physical capacity to handle warehouse supplies.
8. Heavy Lifting.
9. Full mobility of fingers/hands.

Safety and Health Requirements:

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools and materials.
3. Complete all required training.
4. Ability to work safely around moving machinery.
5. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)
6. Knowledge of MSDS safety program.

GROUNDSKEEPER (CONT'D)

Equipment/Material Handled:

Hand tools, chemicals, moving equipment, including hand carts, fork-lifts, and pallet jacks. Freight from UPS and common carriers, all varieties, sizes and shapes. All warehouse supplies.

Work Environment:

The work environment varies greatly in the place of work from solitary paper work, delivering to facilities, working with large numbers of people, to unloading big deliveries. The warehouse is generally hot in the summer and cold in mid-winter. Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work may be required. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date