

# Meeker School District Re-1

## Job Description

**Title:** Groundskeeper  
**Department(s):** Maintenance/Operations  
**Reports to:** Maintenance Director  
**Work Year:** Seasonal/Summer



### Job Summary:

Under the Maintenance Director or Superintendent the Groundskeeper is responsible for maintaining aesthetic, safe and efficient school grounds.

### Summary of essential job function:

1. Must be able to comply with safety and health guidelines regarding equipment operations, handling chemicals and facility safety standards.
2. Maintain aesthetic, safe and efficient school grounds including, but not limited to: sprinkler systems, equipment, machinery, aeration, fertilization, top dressing, mowing, over-seeding, watering, herbicide applications, trash removal, tree trimming, assisting with lining athletic fields, and lawn maintenance.
3. Be knowledgeable of government regulations concerning fuel and oil spillage, herbicide and fertilizer application and machinery fluid disposal.
4. Repair and grounds related problems promptly.
5. Maintain equipment, machinery, storage areas, shops and supplies in a neat and orderly manner.
6. Keep necessary staff informed of any special need such as watering, aerations, fertilization and over-seeing schedules.
7. Report to the Maintenance Director, any major grounds concerns or needs.
8. Understand MSDS sheets as they relate to safety for yourself and the public.
9. Must be able to respond to all requests in a timely and effective manner.

### Qualifications and Experience

- High School Diploma or equivalent required
- Maintain a valid driver's license.
- Experience with a school district is preferred.
- Must have a working knowledge of tractors, lawn mowers, aerators, top dressers, seeding, herbicide and fertilizer applicators, sprinkler systems, machinery and equipment repairs, landscaping, trimmers, edger's, air compressors and vehicle and equipment operations.
- Must be able to read blueprints and drawings schematics (both electrical and plumbing).
- Must be able to operate voltmeters and other diagnostic equipment.
- Must be able to read and understand MSDS sheets.

- Must be able to respond to all requests in a timely and effective manner.
- Maintain a professional relationship with students, staff and the public.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

**Clearances:**

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle background check

**Physical Demands**

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.

**Work Environment**

- The noise level in the work environment is usually moderate.
- The work environment may include high stress tasks.
- Work days may be changed to address specific grounds, custodial and snow removal issues.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.