

FPS Classified Groundskeeper Job Description

Exempt: No
Department: Ops-M&O
Reports To Grounds Supervisor
Location: School Grounds
Date Prepared: February 12, 2010
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GENERAL DESCRIPTION OF POSITION

Maintains grounds of school property by performing the duties outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Cuts lawns. This duty is performed daily.
2. Trims and edges around walks, flower beds, and walls. This duty is performed daily.
3. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs. This duty is performed weekly.
4. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides. This duty is performed monthly.
5. Maintains sports fields. This duty is performed daily.
6. Picks up trash on parking lots & trash in stadium after all games. This duty is performed daily.
7. Rakes and bags or burns leaves. This duty is performed as needed.
8. Cleans grounds and removes litter. This duty is performed daily.
9. Removes snow from walks and driveways. This duty is performed as needed.
10. Spreads ice melt on public passage ways to prevent ice buildup. This duty is performed as needed.
11. Plants grass, flowers, trees, and shrubs. This duty is performed as needed.
12. Maintains sprinklers for lawn and shrubs. This duty is performed daily.
13. Cleans out drainage ditches and culverts. This duty is performed daily.
14. Cleans gutters on all buildings and schools. This duty is performed daily.
15. Moves furniture and completes setups for public meetings. This duty is performed daily.
16. Makes repairs on equipment such as lawn mower, spreader, and snow removal equipment. This duty is performed weekly.

17. Inspects and maintains playground equipment. This duty is performed monthly.
18. Installs playground equipment and fall media. This duty is performed as needed.
19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Minimum requirement; general educational background without high school completion, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, 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 numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out simple multi-step instructions. Ability to deal with standardized situations with limited variables.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

PUBLIC CONTACT

Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

EMPLOYEE CONTACT

Contacts of little importance and usually with immediate associates only. Requires only ordinary courtesy to avoid friction in relationship incidental to working with others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, lawn maintenance equipment, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.G. Hot mix paving in constant sun).

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; frequently exposed to vibration; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; frequently required to stoop, kneel, crouch, or crawl; and occasionally required to climb or balance, talk or hear. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to mix ration of chemicals and water for fertilizer & herbicides.