Print name: _____ **Date:_____**

Job Title: Groundskeeper
Wage/Hour Status: Nonexempt
Reports to: Grounds Foreman
Pay Grade: Auxiliary 2
Dept./School: Maintenance
Work Calendar: 260 Days

Primary Purpose:

Maintain safe and attractive grounds and landscaping for the district.

Qualifications:

Education/Certification:
Valid Texas driver's license
90 days from the date of hire to obtain Class B CDL with P and S endorsements

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.

Safety

8. Operate tools and equipment according to prescribed safety procedures.

9. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

11. Help keep vehicle, equipment, and tools in safe operating condition.

12. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.

Other

13. Transport workers and equipment to work sites throughout the district.

14. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

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.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____