

Job Title:	GROUNDSKEEPER FOREMAN	Reports to:	Director of Facilities
FLSA status:	Non-Exempt	Supervisor duties:	Staff
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	This position provides the school with the finest possible grounds and outside athletic facilities.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responds with tact and courtesy in public contact situations and provides information requiring a knowledge of district policies and procedures.
- Maintains grounds equipment, sprinkler systems and other equipment used in grounds care.
- Mows grass, trims shrubs and cleans grounds at various schools.
- Assists in snow removal and other duties related to inclement weather.
- Lines athletics fields.
- Assists custodians with various indoor activities.
- Assists with graduation set-up and removal.
- Maintains outdoor athletic equipment, i.e., baseball backstops, bases, hurdles, archery equipment.
- Cleans graffiti from campus and buildings.
- Maintains sidewalks and entranceways.
- Responsible for outside trash removal, including litter on ground and in trash containers.
- Helps maintain weed control program.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of mowing machines and grounds equipment.
- Mechanical knowledge and skills for gas and diesel engines

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent, preferred
- Good physical condition
- Demonstrated aptitude for successful completion of tasks assigned
- Literacy in the English language and able to communicate verbally.

Computer Proficiency: Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.