

**TITLE:** Lead Groundskeeper / District Maintenance

**QUALIFICATIONS:**

1. Five years successful experience in building and grounds maintenance.
2. Supervisory experience.
3. Strong communication skills – both verbal and written.
4. Ability to lift and carry 50 pounds (plus ability to lift 30 pounds above head).
5. Ability to climb stairs, ladders and onto roofs.
6. Ability to stoop, bend at the waist, kneel, crawl, stretch, twist, squat, and balance while performing assigned duties.
7. Normal dexterity of hands and fingers to operate equipment.
8. Tolerance of heights and confined spaces.
9. Also see “Physical Requirements” below.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Buildings & Grounds

**JOB GOAL:** To maintain the buildings and grounds of all district schools in a condition of safety, neatness and aesthetic attractiveness so that each student may be provided with an indoor and outdoor environment both pleasing to look at and good to work and play in.

**PERFORMANCE RESPONSIBILITIES:**

1. Possess ability to perform skilled building and grounds maintenance duties.
2. Plan, develop, prioritize, and manage efficient and economical buildings and grounds maintenance tasks and programs.
3. Coordinate with other administrators and faculty for the purpose of completing projects/work orders efficiently.
4. Supervision of building & grounds maintenance employees.
5. Safely operate hand tools, testing instruments, and vehicles common to the trade.
6. Prepare watering schedules and determine the need for spraying, fertilizing, and pruning.
7. Possess ability to interpret plans and sketches and carry out landscape designs.
8. Responsible for ice and snow removal as needed.
9. Respond to emergency situations for the purpose of resolving immediate safety concerns.
10. To perform other tasks as assigned.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- hearing and speaking to exchange information
- seeing to perform assigned duties

- dexterity of hands and fingers to operate equipment
- ability to bend, crouch, twist, reach, kneel, crawl, and balance during building maintenance activities
- pushing, pulling equipment that exceeds 100 pounds or lifting heavy equipment or supplies (up to 50 pounds)
- climbing stairs/ladders
- walking, standing or sitting for extended periods of time
- operating assigned equipment
- exposure to air contaminants, confined work spaces, dirt, electrical hazards, temperature extremes, noise, toxic materials and vibrations.

Offers of employment will be made contingent upon passing a pre-employment physical, and upon satisfactory evaluation of the results of a criminal background check. Candidates who refuse to submit to testing will be disqualified from the hiring process.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.

[1-14-2008-Lead Groundskeeper/District Maintenance]