

GROUNDSKEEPER/CUSTODIAN

Purpose Statement

The job of Groundskeeper/Custodian was established for the purpose/s of maintaining an attractive, sanitary and safe facilities and grounds for students, staff and public at school or district facilities; providing equipment and furniture arrangements for activities and events; and minimizing property damage, loss and liability exposure.

This job reports to Supervisor Custodian - HS

Essential Functions

- Arranges equipment for the purpose of providing adequate preparations for activities and special events.
- Assists with snow removal for the purpose of maintaining a safe environment.
- Cleans assigned school or district premises (e.g. landscape, press box, restrooms, classrooms, fields, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Complies with local laws and procedures for the purpose of safely storing and disposing of trash, rubbish, waste, chemical containers, etc.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying/reporting necessary repairs due to vandalism, equipment breakage, weather conditions, etc. and/or planning school projects.
- Maintains equipment (e.g. weed eaters, mowers, sprayers, trimmers, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Maintains landscaping, athletic fields, sidewalks, sprinkler systems (e.g. mow/trim lawns, rake leaves, pick up trash, trim trees/hedges, repair sprinkler systems, spray weeds, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Operates equipment (e.g. mowers, trimmers, sprayers, saws, etc.) for the purpose of maintaining the grounds and athletic fields.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds (e.g. lock doors, turn off lights, take down flags, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.
- Supervises summer lawn crew for the purpose of ensuring they stay on task and conduct their jobs in a timely and safe manner.
- Transports various items (e.g. equipment, furniture, chemicals, fertilizer, etc.) for the purpose of providing materials at the job site as required to complete tasks.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating common tools; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of grounds care; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with constant interruptions; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 90% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Pesticide Applicator's License
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 48

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____