

SCHOOL DISTRICT OF SHEBOYGAN FALLS
POSITION DESCRIPTION

POSITION TITLE: **Grounds Keeper**

REPORTS TO: **Facilities Manager**

LENGTH OF WORKYEAR: **12 Months**

BUILDING ASSIGNMENT: **As Assigned**

QUALIFICATIONS: **As determined**

JOB GOAL: This position involves work in all phases of grounds keeping and maintenance including, but not limited to; lawn care, parking lot and sidewalk maintenance and preparation for outdoor athletic events. During the summer vacation period this maintenance person will serve as a lead worker and be assigned a crew of student employees for the purpose of field and grounds care. The individual selected for this maintenance position shall possess a high school diploma or the equivalent. The selected individual shall have a demonstrated record of employment stability and reliability as evidenced by past occupational experience. Additionally, the individual shall evidence an attitude or actual experience that will indicate suitability to work in a child centered environment. This will include, but not limited to: appropriate use of language, respect of property, concern for others, and willingness to assist when needed.

PERFORMANCE RESPONSIBILITIES:

1. Be responsible for preparation of fields, track, courts and grounds for athletic, extra-curricular, and other public events as necessary.
2. Maintain high standards of confidentiality, attendance, and flexibility, while working cooperatively with Supervisors and other employees.
3. Perform maintenance activities within the area of assignment as shall be deemed appropriate by the supervisor and as shall be within the scope of the individual's skill level or in the case of maintenance beyond his/her abilities, refer the work to the supervisor.
4. Monitor and maintain in safe condition all playground equipment, vehicles, grounds equipment within the scope of item 3 above.
5. Report all incidents of damage or vandalism to the supervisor.
6. Perform grounds keeping services including, but not limited to mowing, edging, trimming, weed control, fertilization, trimming, pruning regular trash pick up. Clean and maintain

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pavements and parking areas including sweeping, trash pick-up, minor chuck hole repairs, crack filling and other similar services.

7. Perform snow removal services as warranted and as shall be assigned by the supervisor. In addition, monitor and maintain walkways and parking areas in as snow and ice free a condition as reasonably possible on a daily basis.
8. Serve as a part of cleaning or maintenance crews during school vacation periods and holiday periods as assigned by the supervisor. During the summer vacation period, serve as the lead worker and be assigned student helpers for fields, courts, and grounds maintenance and other work as shall be assigned by the supervisor.
9. Report all unsafe and/or unhealthy conditions in his/her area to the facilities manager.
10. Provide services as a substitute custodian as assigned by the supervisor in the absence of other custodial personnel.
11. Shall be able to lift 50 lbs. in a repetitive situation and work from stepladder at a height of 10 ft as well as from aerial lifts or scaffolding.
12. All other responsibilities as shall be assigned by the employee's supervisor.