Job Title: Groundskeeper
Exemption Status/Test: Nonexempt
Reports to: Operations Coordinator; Grounds Supervisor
Pay Grade: PGAUXHR-2
Dept./School: Maintenance
Date Revised: 5/10/2021

Primary Purpose:

Maintain safe and attractive grounds and landscaping for the district. Maintain athletic fields. Assist with general maintenance.

Qualifications:

Education/Certification:
Valid Texas driver's license

Special Knowledge/Skills:
Ability to understand detailed written or oral instructions
Ability to communicate effectively
Ability to operate power-driven equipment

Experience:
None

Major Responsibilities and Duties:

Grounds and Landscaping

1. Mow and detail all district grounds, including athletic fields.
2. Follow scheduled maintenance plan to care for lawns, 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. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.
6. Assist with the inspection, repair, and installation of sprinkler systems.

Safety

7. Operate tools and equipment according to prescribed safety procedures. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.

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

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

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

11. Follow district safety protocols and emergency procedures.

Other

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

13. Assist with general maintenance as needed.

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____