

SCHOOL DISTRICT OF ALACHUA COUNTY

TECHNICIAN -- GROUNDS

JOB DESCRIPTION

FLSA: Non-Exempt **BARAINING UNIT ELIGIBILITY:** Yes
PAY GRADE: 25
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum (2) years experience in the grounds trades.
- (3) Valid Florida Driver's License.
- (4) Possess personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to safely and skillfully operate and maintain light construction equipment, chain saws, pole saws and mowers. Knowledge of traffic and other regulations governing the use of equipment. Knowledge of the occupational hazards involved and the safety precautions necessary in the operation of equipment. Physical strength and agility sufficient to operate equipment safely in a variety of weather conditions. Ability to follow oral and written instructions. Ability to communicate both orally and in writing. Ability to establish and maintain effective working relationships with coworkers, administrators, and vendors. Ability to operate a motor vehicle.

REPORTS TO:

Foreman – Maintenance, as assigned

JOB GOAL

To safely operate and maintain a variety of equipment used in grounds maintenance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Operate a variety of light trucks for transporting equipment and for other related purposes.
- *(2) Operate tractor with bush hog type mower safely and efficiently.
- *(3) Operate light construction equipment (high lift, wood chipper, chain saw, pole saws, zero turn mowers, etc.) safely and efficiently.
- *(4) Maintain grounds equipment in safe working order.
- *(5) Repair fences and playground equipment.
- *(6) Remove trees.
- *(7) Install/replace traffic signs.

TECHNICIAN -- GROUNDS (Continued)

- * (7) Maintain tools and equipment in good working order.
- * (8) Follow all safety procedures/regulations associated with assigned responsibilities.
- * (9) Maintain daily vehicle logs.
- * (10) Adhere to applicable safety standards.
- * (11) Attend all staff meetings and workshops.
- * (12) Assist with maintaining a clean and orderly environment.
- * (13) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (14) Communicate effectively with the public, staff members, parents, students, supervisors, administrators and other contact persons using tact and good judgment.
- * (15) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (16) Demonstrate initiative in the performance of assigned responsibilities.
- * (17) Demonstrate support for the school district and its goals and priorities.
- * (18) Exhibit interpersonal skills to work as an effective team member.
- * (19) Follow attendance, punctuality and proper dress rules.
- * (20) Maintain confidentiality regarding school/workplace matters.
- * (21) Maintain expertise in assigned area.
- * (22) Manage time efficiently.
- * (23) Model and maintain high ethical standards.
- * (24) Participate in cross-training activities as required.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (26) Prepare all required reports and maintain updated and accurate records.
- * (27) Represent the District in a positive and professional manner.
- * (28) Respond to inquiries and concerns in a timely manner.
- (29) Perform other duties as assigned.
- * (30) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 01

Adopted 1/16/18