

Job Title: Groundskeeper

Reports to: Lead Custodian, Facilities Manager and Director of Facilities Management
Classification: Non-exempt
Created/Revised: August 2016

Job Purpose

The Groundskeeper is responsible for maintaining the grounds of the School District of Elmbrook and District owned buildings, fields and facilities.

Essential Functions and Responsibilities

The duties and responsibilities described below are considered the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform all maintenance on school lawns, walks, flower beds, walls, athletic fields, running tracks, courtyards, and fence lines, to include operating equipment as needed.
- Maintain all trees and shrubs to include operating equipment as needed.
- Plan and implement landscape designs and prepare flower beds, lawns, trees and shrubs accordingly.
- Apply fertilizers and pesticides to lawn, shrubs, and trees. Application of chemicals must be in accordance with label directions utilizing an integrated pest management strategy.
- Maintain, prepare and setup athletic fields using appropriate procedures and equipment, to include planning for and implementing athletic field maintenance, renovations, and athletic equipment set-up/tear down.
- Clean grounds and remove litter, to include maintaining surface drainage by keeping catch basins free of debris during heavy rain storms and removing snow and ice in the winter months.
- Maintain safety of grounds during winter months, to include use of hand tools to remove snow and ice from stairs, walks and ramps and operation of salt spreaders, tractors, and plow trucks to remove snow and ice from walks, drives and parking lots.
- Install, maintain and repair grounds structures and equipment such as playground and physical fitness equipment, fences, gates, walls and walks, irrigation/pump systems, weed cutters, edging tools and shears tractors, mowers, spreaders, snow removal equipment, engines, etc.
- Follow safety procedures as required by the building, District policies and procedures and federal and state laws.
- All other duties as assigned.

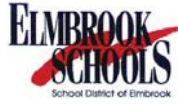
Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required at the time of hire, or for the continuation of employment.

Skills and abilities:

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- Ability to work effectively, collaboratively and positively with administration, co-workers, contractors, etc.
- Ability to plan, gather and organize materials to be used on the grounds, or requested by administration.
- Ability to organize, prioritize, and carry out work without direction.
- Ability to use good judgment and solve problems sometimes in emergencies or within tight deadlines.
- Ability to follow proper maintenance and operational procedures in the use of grounds equipment, machinery, tools and supplies.
- Ability to analyze and address the safety of grounds, buildings, athletic fields/tracks/courts, public passage ways, playgrounds, district vehicles and parking lots.
- Ability to maintain records for inventory, hazardous chemicals, preventative maintenance and other essential documentation.
- Ability to work a flexible schedule periodically.

Language skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, chemical product labels, and procedure manuals.
- Ability to write routine correspondence.
- Ability to speak effectively to coaches, teachers, students or employees of the District.

Mathematical skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent.

Reasoning ability:

- Ability to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Working Conditions

While performing the duties of this job, the employee will regularly work near moving mechanical parts and in varying weather conditions. The employee may have some exposure to fumes or airborne particles and toxic or caustic chemicals. The job requires occasional work in high, precarious places, exposure to wet and/or humid conditions, extreme cold, and situations requiring high attention to safety procedures. The noise level in the work environment is often loud. The District provides protective equipment and expects the employee to use the appropriate equipment for the conditions.

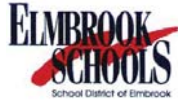
Work is generally performed on first shift; however, earlier start time, work on second/third shift and/or weekends for snow removal may be required.

Physical Requirements

The physical and work environment described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

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- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to frequently stand, walk, twist, bend, sit, talk or hear. The employee may frequently use hands to finger, handle or feel objects or controls. The employee may frequently stoop, kneel, crouch or crawl. The employee may frequently reach with hands and arms. The employee may frequently lift and/or move up to 10 pounds; regularly lift and/or move up to 25 pounds; regularly lift and/or move up to 50 pounds.

Education and experience

- One year certificate from college or technical school, or three to six months related experience and/or training, or equivalent combination of education and experience.
- Knowledge of and ability to use different hand tools such as shovels, rakes, lawn rollers, saws, pruners, hoses, hand trowels, tamps, hammers, pliers, spading forks and brooms.
- Knowledge of and ability to operate tractors, bobcats, bush clippers, rototillers, hydraulic sprayers, aerators, lawn sweepers, stump grinder and pick up trucks with plows and salt spreaders.
- Experience driving manual shift-type equipment.

Licenses and Certifications

- Valid Wisconsin driver's license.
- Certified Landscape Pesticide Applicator

EEO Statement

The School District of Elmbrook does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the School District of Elmbrook reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

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