

## Job Description

Job Title: **Groundskeeper**  
 Job Family: **Technicians/Trades/Maintenance**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **December 13, 2007**

Job Code: **1467**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 19**  
 Typical Work Year: **12 months**

**SUMMARY:** Performs a variety of outdoor maintenance tasks, including, but not limited to: prepare, establish, maintain, repair, construct and/or install landscape elements such as turf, trees, fences, playground equipment, surfacing, irrigation, retaining walls, concrete, asphalt, signage and drainage. Respond to after-hour emergencies. Assist with directing, guiding and training Seasonal Trades Helpers

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Prepares and maintains athletic fields, tracks and district property. Prepares and maintains landscaping elements including natural and synthetic turf, trees, shrubs, etc. Performs duties such as watering, laying sod, painting, aerating grass, and maintaining trees.	D	50%
2. Install, inspect, and repair, and maintain playground equipment and surfacing.	D	15%
3. Install, inspect, repair and maintain fencing, asphalt, concrete, signs, surfaces and retaining walls.	W	10%
4. Perform snow removal from parking, pedestrian and play areas when needed, utilizing loaders, plows, shovels, tractors, etc. Apply pre- and post-ice control material	M	5%
5. Remove and/or cover graffiti. Paint parking areas and athletic fields.	D	5%
6. Operate, inspect and perform light maintenance on landscape maintenance construction equipment.	W	5%
7. Under direction, spray and apply selective and non-selective herbicides.	W	5%
8. Assist with irrigation when needed. Respond to after-hour emergencies as needed. Perform other job-related duties as assigned.	On-going	5%
<b>TOTAL =</b>		<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Must be at least 18 years old.
- Minimum of 1 year experience.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Certified Landscape Technician (CLT) preferred.
- Commercial driver's license (CDL) with Class A endorsement preferred; required within six months after entering position.
- Successful completion of a pre-hire, post-offer physical examination.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of landscape installation and maintenance.
- Ability to comply with Maintenance On-Call Policy.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of trucks, trailers, power tools, hand tools and landscape construction equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Groundskeeper, Lead or Groundskeeper, Lead Trainee	5046 or 070504

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for assisting with directing and guiding the work of and training Seasonal Trades Helpers (1478).

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Maintain supplies and equipment. Inform Lead of needed supplies.
- Make appropriate purchases on District credit card and document purchases.
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk		X		
Hear			X	
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze	X			
Communicate		X		
Copy		X		
Coordinate		X		
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X