

Job Description

Job Title: **Groundskeeper, Senior**
 Job Family: **Technicians/Trades/Maintenance**
 Pay Program: **Classified**
 Prepared/Revised Date: **April 28, 2007**

Job Code: **1460**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 23**
 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. Performs additional functions in areas of certification. Assist with directing, guiding and training Groundskeepers and 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. Perform all functions in areas of certifications. As related to area of expertise, review plans and technical guidelines and inspect work performed by contractors and other district employees to ensure District standards are met.	D	40%
2. Installs and repairs sprinkler and irrigations systems. Repairs and/or replaces damaged sprinkler heads and lines. Installs low voltage wiring of sprinkler controls, remote receivers, and valves.	D	10%
3. 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. Apply selective and non-selective herbicides.	D	10%
4. Performs welding of aluminum, stainless steel, and other light and heavy metals and plastic when repairing playground equipment, chairs, and tables. Assists in securing grounds by fabricating entry and exit gates, manhole covers, chains, locks, and grate covers.		10%
5. Install, inspect, repair and maintain playground equipment and surfacing.	D	5%
6. Remove and/or cover graffiti. Paint parking areas and athletic fields.	D	5%
7. Install, inspect, repair and maintain fencing, asphalt, concrete, signs, surfaces and retaining walls.	W	5%
8. Operate, inspect and perform light maintenance on landscape maintenance construction equipment.	W	5%
9. 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%
10. Respond to after-hour emergencies as needed. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 18 years of age.
- Minimum of three years of related experience, preferably in areas of certification.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Commercial driver’s license (CDL) with Class A endorsement.
- Certified Landscape Technician (CLT) certification in one of three areas (irrigation, maintenance, construction).
- Two (2) additional certifications in any area listed: National Playground Safety Institute (NPSI) Certification; International Society of Arboriculture (ISA) Certification; Sports Turf Managers Association (STMA) Sports Management Certification; College Horticulture Certification or other appropriate, nationally recognized certification in the area of grounds and/or site maintenance.
- Successful completion of a pre-hire, post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to demonstrate to supervisor or lead, proficiency in areas of certification.
- Problem solving skills.
- Knowledge of hardscape installation, inspection 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:

	POSITION TITLE	JOB CODE
Reports to:	Groundskeeper, Lead or Groundskeeper, Lead Trainee	5046 or 070504

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

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Maintain supplies and equipment.
- Make purchases on District credit card and document purchases.
- Work within prescribed budget.
- 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze	X			
Communicate		X		
Copy		X		
Coordinate		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

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

VISION DEMANDS:	Required
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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X