



Job Title: Groundskeeper **Wage/Hour Status:** Non-Exempt
Reports To: Grounds Foreman **Pay Grade:** Maintenance Pay Group 1
Dept. /School: Maintenance Department **Date Revised:** 10/26/2011

Primary Purpose:

Maintain safe and attractive grounds and landscaping for the district.

Qualifications:

Education/Certification:

Valid Texas driver's license
High School Diploma or GED, preferred

Special Knowledge/Skills:

Ability to read and understand written instructions
Ability to communicate (verbally)
Ability to operate small or power mower, power tools, and hand tools

Experience:

None

Major Responsibilities and Duties:

Grounds and Landscaping:

1. Mow and detail all district grounds.
2. Care for 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. Manually water grounds.
6. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.

Safety:

7. Operate tools and equipment according to prescribed safety procedures.
8. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
9. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
10. Help keep vehicle, equipment, and tools in safe operating condition.

11. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Push/walk behind midsize mower, gas-powered weed trimmer, blower, edger, striping machine, garden and hand tools, small aerator and sod cutter.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work outside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises. Frequent districtwide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.