

Vail School District Job Description

Job Title: Groundskeeper

Department: Maintenance and Operations

Reports To: Maintenance Supervisor

FLSA Status: Non-exempt

Classification: Level 7

Revised: 09/04/2012

SUMMARY: Maintain the grounds of district facilities and associated grounds keeping equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Trim trees and shrubs using chain saws.

Maintain playing fields.

Plant and maintain plants, shrubs, trees, flowers, and grass.

Mow, prune, and trim plant growth as needed.

Remove weeds and debris from walks, stairs, and fence lines.

Repair sprinkler heads and irrigation water pipe system.

Operate various power equipment.

Mow grass/fields using lawn mowers and trimmers.

Pull weeds, rake vegetation, and place and maintain plants and landscaping.

Install and maintain irrigation systems.

Spray herbicides and pesticides.

Mark fields and parking lots with striping using paint stripers.

Perform routine preventive maintenance and repairs on grounds keeping equipment.

Pick up and remove trash and litter from grounds.

Build simple outdoor structures.

Assist with or perform basic maintenance of physical facilities.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)

One to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

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 and to draw and interpret bar graphs.

REASONING ABILITY

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

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid AZ driver's license.

PHYSICAL DEMANDS The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.