

Vail School District Job Description

Job Title: Groundskeeper, Lead
Department: Maintenance and Operations
Reports To: Maintenance Supervisor
FLSA Status: Non-exempt
Classification: Level 10

SUMMARY: Specializes in turf and ornamental irrigation systems, ensuring that they are maintained in an efficient working order at all times, which involves installation and maintenance of all aspects of different types of irrigation. Communicates and coordinates irrigation work with facilities supervisor and grounds personnel

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

Leads the work of grounds and provides work direction as needed.
Monitors irrigation systems.
May design and oversee landscape projects.
Prepares and obtains written estimates for materials needed to maintain and upgrade irrigation systems.
Make recommendations and implements improvements to irrigation systems that will enhance their efficiency and water conservation.
Maintains constant safety awareness and models this for students, employees and the public while performing responsibilities.
Mows, trims, plants, rakes, edges, waters and fertilizes trees, bushes, grass ect.
May remove trash.
Performs minor or preventive maintenance, makes adjustments and safely operates equipment used in grounds maintenance.
May clean roadways.
Performs other job related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Activities and decisions are somewhat routine, requiring occasional independent action. Involves general scheduling and review of work as a “working lead person” over one or more employees doing the same type of work. Work is typically routine and requires general instructions.

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)
Requires a minimum of five (5) years of directly related job experience
Requires evidence of hands on training in irrigation and water management

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

Requires the collection or compilation of information or the selection of the appropriate course of action according to routine well-defined methods, procedures or practices. Basic analytical ability is required, as in the comparison of numbers and simple facts in selecting the correct action. 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

Requires a general working knowledge of a specific functional area and the ability to apply that knowledge in a structured environment. 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

Requires a valid Arizona drivers 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

Job Description
Groundskeeper, Lead
Page 2

of this job. Work consists of fairly standard procedures and tasks. 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.