

JOB DESCRIPTION

JOB TITLE:	Groundskeeper	DATE CREATED:	03/01/2019
CATEGORY:	Buildings and Grounds	DATE REVISED:	
DEPARTMENT:	Buildings and Grounds	BLS CODE:	37-3011
REPORTS TO:	Director of Buildings and Grounds	FLSA STATUS:	Non-exempt

POSITION OBJECTIVE:

Maintains grounds of the School District of New Berlin and District-owned buildings, installs new landscape designs and maintains athletic fields as well as maintain school buildings to ensure a safe and healthy environment for students, staff and the public.

PRIMARY GROUNDSKEEPER RESPONSIBILITIES:

1. Maintain school lawns by irrigating, mowing, edging and hand trimming;
2. Prepare areas for seed or sod, lay sod and sow seed;
3. Operate riding mowers, spreaders, aerators and other equipment as needed;
4. Trims and edges around walks, flower beds and walls;
5. Care for athletic fields, running tracks, courtyards and fence lines;
6. Maintain trees and shrubs by planting, pruning, watering, spraying, weeding and cleaning shrub plantings;
7. Prepare flower beds for growing annuals and bulbs;
8. Water lawns, flowers, trees and shrubs;
9. Clean grounds and removes litter, sweep up dirt and debris, clean around trash containers and collect rubbish left on school grounds;
10. Plan for and implement athletic field maintenance and renovations which include bleachers, press boxes, athletic equipment set-up/tear down and lining of diamonds, football and soccer fields;
11. Maintain surface drainage by keeping catch basins free of debris during heavy rain storms.
12. Remove snow and ice on school grounds and sidewalks

PRIMARY CUSTODIAN RESPONSIBILITIES:

1. Ensure school property is properly maintained which includes cleaning, painting, replace flooring, repairing furniture and equipment, and changing light bulbs.
2. Remove scrap and refuse, maintain recycling program – cans, cardboard, paper, etc.

3.	Set up and take down of special events, graduation, sport activities, etc.
4.	Maintain school building
5.	Maintains inventory
6.	Notify the Director of Buildings and Grounds of equipment and facilities needing repair or replacement.
7.	Fill in for other custodians as needed.
8.	Other duties as assigned.

CORE COMPETENCIES:

•	Strong collaboration and team building skills;
•	Critical thinking and problem solving skills with the ability to exercise independent judgment and make decisions within prescribed boundaries;
•	Time management, organizational, and prioritization skills with the ability to manage multiple tasks with frequent interruptions;
•	Ability to communicate, interact and work effectively and cooperatively with people from diverse backgrounds;
•	Engage in life-long learning, positively represent the district at all times, and have a commitment to public service.

REQUIRED QUALIFICATIONS:

•	Able to perform heavy, manual labor tasks;
•	Knowledge of and ability to use different hand tools such as shovels, rakes, lawn rollers, saws, pruners, hoses, hand trowels, tamps, hammers, pliers, spading forks and brooms;
•	Knowledge of and ability to operate tractors, bobcats, bush clippers, hydraulic sprayers, aerators, lawn sweepers and pick up trucks with plows and salt spreaders;
•	Experience driving manual shift-type equipment.
•	Working knowledge of computers, internet, email, etc.
•	Valid State of Wisconsin driver's license with a clean driving record;

SPECIAL REQUIREMENTS:

•	While performing the duties of this job, the employee is frequently required to talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is regularly required to stand, walk, and/or sit and may occasionally be required to reach above shoulders, climb, stoop, kneel, crouch or crawl.
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JOB DESCRIPTION

Seasonal Groundskeeper

•	The employee must regularly lift and/or move up to 35 pounds while moving various materials. The employee must occasionally lift or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
•	Responsibilities are varied and can occur on an irregular basis; therefore, individuals will be expected to carry out all the assigned tasks.
•	Occasional travel within the district may be required.

This document describes general information about the position however should not be considered as comprehensive. School District of New Berlin reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.