

# SCHOOL DISTRICT OF LAFAYETTE COUNTY

## GROUNDSKEEPER

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Valid Florida driver's license.
- (2) Experience in operation of tractor and power mower preferred.
- (3) Valid Florida Commercial Driver's License (CDL), Class B, within ninety (90) days of employment.
- (4) Experience in maintaining lawns, shrubbery and trees preferred.
- (5) Experience in irrigation system repair preferred.
- (6) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing. Ability to understand and follow oral and written instructions. Knowledge and skill in maintaining lawns, shrubbery and tree trimming. Ability to operate tractor and power mower. Ability to operate a motor vehicle and/or mechanized machinery. Knowledge of safety requirements for equipment used. Knowledge of simple tools used in maintenance and construction.

#### REPORTS TO:

Director

#### JOB GOAL

To maintain grounds and perform related work as assigned.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Maintain grounds, mow and groom all lawns assigned.
- \*(2) Plant trees and shrubbery.
- \*(3) Remove debris from walkways.
- \*(4) Remove refuse and paper from grounds.
- \*(5) Operate lawn maintenance equipment.
- \*(6) Operate equipment such as light backhoe, dump truck, tractor.
- \*(7) Clean and maintain equipment and tools.
- \*(8) Perform a variety of maintenance tasks.
- \*(9) Dig trenches for irrigation and electrical lines.
- \*(10) Demonstrate initiative in the performance of assigned duties.

##### Employee Qualities/Responsibilities

- \*(11) Meet and deal effectively with the staff members, administrators and other contact persons using tact and good judgment.
- \*(12) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(13) Ensure adherence to good safety standards.

## GROUNDSKEEPER (Continued)

- \*(14) Maintain confidentiality regarding school/workplace matters.
- \*(15) Model and maintain high ethical standards.
- \*(16) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \*(18) Exercise service orientation when working with others.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Use effective, positive interpersonal communication skills.
- \*(21) Respond to inquiries and concerns in a timely manner.

### **System Support**

- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Assist journeyman trade personnel.
- \*(24) Assist craftsmen in a variety of semi-skilled tasks.
- \*(25) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(26) Demonstrate support for the school district and its goals and priorities.
- \*(27) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(28) Maintain all appropriate records.
- \*(29) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

Job Description Supplement 01

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.