



## Summer Grounds and Maintenance (Seasonal)

**FLSA Status:**

Non-Exempt

**Qualifications:**

High school diploma preferred  
Possession of the knowledge, skills, and physical attributed necessary to perform the essential functions of the position.  
Ability to operate all equipment and machinery appropriately as necessary.  
Ability to read and understand labels, instructions, and directions as they pertain to work performance, safety, and record keeping aspects of the job.

**Experience:**

Prior grounds and maintenance experience preferred.

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Salary Schedule:**

Miscellaneous Pay Schedule

**Reports to**

Maintenance Supervisor

**Terms of Employment**

Seasonal position with schedule determined by Maintenance Supervisor.

**Purpose Statement**

The job of the Summer Grounds and Maintenance employee is to maintain the campus facilities and grounds in a condition of excellence and to make sure the campus grounds are safe. To assist maintenance and grounds department with various tasks.

**Essential Job Functions**

- Perform general labor inside and outside the physical plant including handling materials and supplies, moving equipment and operating power-driven equipment.
- Trimming trees and bushes, fertilize as needed. Collecting and properly disposing of debris.
- Moving furniture and equipment. Heavy lifting will be required and you will be exposed to outside elements.
- Operating diesel, gasoline, and electrically powered motors and machinery and their attached implements or equipment. Attached implements include mowing machines, spreaders, seeders, and sprayers.
- Maintaining and caring for facilities in accordance with state and local safety and code requirements and Board of Education policies and administrative procedures.
- Be responsible for timely completion of work orders.
- Consistent and regular attendance is an essential function of this position.

- Required to use time clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Work must support the vision, mission and values of the district.
- Cleans work area and maintains shop and tools, including the assigned vehicle.

### **Other Job Functions**

- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
  - Demonstrate the proper use & care of tools.
  - Work overtime as directed.
  - Attend meetings as directed.
  - Adhere to good safety practices.
  - Adhere to all district rules, regulations, and policies.
  - Perform other duties as required or assigned.
- Maintain school grounds in top condition to ensure full and productive use of district facilities.
- Ensure all activities conform to district guidelines.
  - Communicate and work effectively and cooperatively with members of the school and district.
  - Adhere to good safety practices.
  - Adhere to all district rules, regulations, and policies.
  - Perform minor maintenance and grounds repair or improvement.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and proper handling of hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants, shrubs, lawns, etc.; landscaping methods; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 20% walking, and 75% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.