

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Groundskeeper I
Supervisor's Title: Lead, Grounds
Date Prepared: 2/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Constructs and repairs fences, gates and similar items. Installs and maintains sprinkling systems. Forms, pours and finishes concrete work under fence lines. Sweeps streets, sidewalks and parking lots with powered equipment. Maintains grounds by cutting and trimming lawns, pruning trees and shrubs, spraying with fertilizer, raking leaves, shoveling snow from walks or driveways. Plants and waters lawns, trees, shrubs and flowers. Picks up and delivers equipment to various locations.

ESSENTIAL FUNCTIONS

- The incumbent is expected to receive on the job training while assisting in the following areas.
- Installing sprinkling systems.
- Performing a variety of concrete work.
- Building and repairing fences, installing playground equipment (i.e., bicycle racks, baseball backstops, basketball standards). Performs some welding.
- Laying sod.
- Mows, water, plants, prunes, fertilizes, sprays, landscapes to generally maintain lawns, shrubs, trees, and grounds.
- Driving, operating and maintaining various grounds keeping equipment (tractors, trucks, sand and litter removal vehicle, etc.) not requiring CDL license. Vehicles under 26,000 G.V.W.
- Moving equipment. Hauling soil, gravel, trash.

- Shoveling snow and driving the snowplow.
- Picking up trash.
- Weeding.
- Assisting in mechanical duties on equipment used.
- Performing minor repairs on equipment used.
- Setting up scaffolding.
- May be required to supervise temporary workers as experience is gained.

NON-ESSENTIAL FUNCTIONS

Occasional duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

The incumbent must acquire skill in the use of hand tools, small and large power tools, power equipment, ladders, scaffolds, gardening tools, machine tools, pipe, pruning shears, wire, lumber, tractor, trucks, weeding, two-man auger, compressor, jack hammer, sheet metal cutting tools and power cleaning equipment. Must acquire a knowledge of loading and securing equipment, the use of climbers, chain saws, power limb shredders and other related equipment. Must acquire knowledge of installing sprinklers, using a pipe threader, pipe wrenches and trenching equipment. Must acquire knowledge of doing cement work and cement finishing tools. Must acquire surveying knowledge and use of transit equipment for fencing. Must be mechanically inclined. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Incumbent will be required to attend training seminars in related fields i.e., sprinkling systems, landscaping, preventive maintenance. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

This is an entry level position.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

The individual is usually specifically instructed on task requirements and has a fair amount of responsibility for equipment and materials. Safety of others is of great concern. May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision.

SUPERVISION

During the mowing season from April to October, may direct three or more ~~summer~~ temporary workers under the supervision of the leadman.

WORKING CONDITIONS

Subject to widely varying temperatures. Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.