

## **Solanco School District**

**Position Title:** District Grounds Keeper / Mowing

**Site:** High School

**Classification:** P/T 29 hours Seasonal

**Reports to Immediate Supervisor:** Director of Buildings & Grounds

**Responsible to:** Director of Buildings and Grounds / Athletic Director

**Definition/General Description of Duties:** Under the general supervision of the Grounds Supervisor, employee oversees and personally performs work required to maintain the school grounds. Performs a variety of ground keeping, athletic field maintenance, minor repairs and related tasks associated with the upkeep of the grounds and athletic fields. This position interacts with staff and community and must present a customer friendly and positive district image.

### **Essential Duties and Responsibilities:**

1. Operate all necessary ground equipment including tractors, field mowers and vehicles.
2. Maintain records of inspection, completing minor maintenance and upkeep on equipment
3. Performs various outside services including but not limited to mowing fields, lawns, weed trimming, tree and shrub trimming, sweeping sidewalks and litter removal. Field line painting, fertilizing (if applicable) and other grounds needs as assigned.
4. Inspects district fields and grounds equipment on a regular schedule.
5. Communicates with the Grounds Supervisor on matters relating to the overall health, safety and operating condition of the grounds equipment and district grounds needs.
6. Other duties assigned by the Grounds Supervisor.

### **Knowledge of Following Preferred:**

- Methods, materials, and equipment related to the maintenance and operation of grounds and athletic fields and facilities.
- Hand tools, power tools and equipment are used in ground maintenance.
- Athletic field preparation and maintenance
- Mowers and equipment and basic maintenance of equipment used to mow and maintain district grounds and athletic fields.

### **Ability to:**

- Understand and follow written and oral communications.
- Maintain cooperative working relationships with those contacted during the workday.
- Keep appropriate information confidential.
- Respond to emergency situations swiftly and appropriately.
- Perform heavy physical labor including lifting, pulling, pushing, and working off ladders.
- Work with little supervision
- Prioritize and organize work assignments.
- Able to prepare and maintain accurate records and reports.
- Complete minor maintenance tasks using hand and small power tools.
- Operate and maintain equipment and tools.
- Provide a neat and acceptable appearance and hygiene.
- Adhere to safety standards and safe practices especially while using equipment and chemicals.

### **Qualifications Requirements:**

- High School diploma or GED
- Acceptable Act 34 Police Compliance
- Acceptable PA Child Abuse History Clearance
- Good verbal, written, math and interpersonal skills.
- Valid PA driver's license
- **Other mandatory Pennsylvania School District employee trainings and documentation**

### **ADA Compliance:**

Physical ability:

Tasks involve the regular and at times sustained performance of moderately physically to physically demanding work typically involving a combination of lifting, carrying, pushing, pulling moderately heavy equipment and materials (50-100lbs.) The employee is required to stand, work climb, balance, stoop, kneel, crouch, crawl and smell, use hands and fingers to handle or feel tools, objects, equipment and controls.

**Sensory requirements:**

Some tasks require the ability to discriminate odors. Vision ability requirements would include close vision, color vision, peripheral vision and depth perception and the ability to adjust focus. Most tasks require visual perception and discrimination. Employee must be able to hear and verbally communicate.

**Environmental factors:**

Tasks are regularly performed with potential exposure to environmental conditions such as strong odors, wetness, humidity, machinery, temperature and noise extremes, toxic, poisonous or caustic agents. The employee works with near moving mechanical parts and equipment and will work in outside weather conditions and is exposed to extreme cold or extreme heat, fumes, and airborne particles. The noise level is usually moderate. Must follow safety PPE protocols and supervise others complying with the same rules.

To perform this job successfully the employee must be able to perform each essential responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The physical and sensory demands described are representative of those that must be met by the employee to satisfactorily perform each essential responsibility. The work environment described is representative of the environment the employee will encounter while performing the job responsibilities. Reasonable accommodation may be made to enable the employee with disabilities to perform the job responsibilities. The Solanco School District is an Equal Opportunity Employer.

*The above description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

*I have read and understand the responsibilities and requirements of this position for which I have been employed by the Solanco School District and am able to perform the essential duties and responsibilities of the position.*

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_