

# CHURCHILL COUNTY SCHOOL DISTRICT

## GROUNDSKEEPER

**FSLA STATUS: Non-Exempt  
Safety Sensitive Position**

**Created: 10/2004  
Last Revised: 03/2016**

### **DEFINITION**

To maintain District grounds including lawns, shrubs, plants and trees; and to operate a variety of power and hand tools in the performance of assigned tasks. Performs groundskeeping; sprinkler design, installation, repair and maintenance, landscaping, snowplowing, and equipment construction and repair work involved in the maintenance of school grounds, playgrounds, athletic fields and landscaped areas.

The primary responsibility of the groundskeeper is to maintain all landscaping within the designated area to present a neat appearance to students, staff and visitors.

### **SUPERVISION RECEIVED AND EXERCISED**

Work is performed independently requiring some measure of initiative under the general supervision of the Director of Maintenance.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Water, cultivate, weed, mow and edge lawns; rake leaves and removes trash; sweep walkways.
2. Install, repair and maintain sprinkler systems including athletic field systems.
3. Prune or trim trees, shrubs, flowers or hedges, using shears, pruners, or chain saws; remove diseased, damaged and unwanted trees and shrubs.
4. Clean asphalt areas and play fields; prepare and clean area for sports events.
5. Mix and spray pesticides on fence lines and areas as necessary; fertilize flowers, plants, trees and lawns.
6. Install, perform scheduled maintenance, and repair equipment; remove graffiti as necessary.
7. Install landscaping and plants of varying types and sizes.
8. Operate truck, forklift, tractors, aerators, power sweeper, large power lawn mower, and hand tools as needed.

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## **GROUNDSKEEPER, continued**

9. Assist in other areas of maintenance and operation department as assigned; may assist in delivering supplies.
10. Layout and install irrigation sprinkler systems; inspect and maintain irrigation sprinkler systems to assure proper operating conditions. Repair and make minor adjustments as necessary.

**QUALIFICATIONS** - *Knowledge, Skills and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

### **Knowledge of:**

- Methods, materials, tools and equipment used in gardening work;
- Shrubs, plants and lawn care;
- Hand and power tools used in grounds keeping;
- Safe work practices;
- Common hazards to safety found in and around buildings; and
- Proper handling and use of chemicals, solvents, and other potentially hazardous materials.

### **Ability to:**

- Perform general gardening work;
- Understand and follow oral and written directions;
- Operate a variety of vehicles and equipment in a safe and effective manner;
- Perform heavy manual labor; and
- Establish and maintain effective working relationships with those contacted in the course of works.

### **Skills to:**

- Control operations of equipment or systems
- Use equipment and tools properly and safely; and
- Operate small hand and power tools properly and safely.

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## GROUNDSKEEPER, continued

**Experience and Training Guidelines** - *Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

One (1) year of experience of gardening, nursery or grounds maintenance.

Have acquired basic reading and comprehension, and ability to understand spoken instructions and to communicate verbally.

### **Training:**

Possession of a high school diploma or equivalent (GED).

### **Required Certifications and Licenses:**

Must possess and maintain a valid Nevada Driver's License.

Possession of, or ability to obtain an appropriate valid CDL driver's license.

**Physical and Mental/Intellectual Requirements** - *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Frequent-constant standing in combination with walking over grass and uneven terrain. Distance varies according to assignment, may exceed 3 miles per day. Frequent lifting of 10-50 pounds. Infrequently lifting between 50-80 pounds. Dexterity and strength to use both hands and arms in moving equipment and materials; using hand and power tools. Dexterity and ability to climb on and off of equipment on occasion. Frequently performs repetitive bending at waist and neck while digging and using pickax. Requires frequent bending at the knees, waist, and neck while working on sprinkler heads, and can be for extended periods. Strength and endurance to constantly use both hands and arms in reaching, handling, grasping, fingering, and gripping of objects. Requires overhead reaching in taking pipes off pipe racks.

### **Please see chart below indicating specific physical requirements.**

*In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.*

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## GROUNDSKEEPER, continued

### PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSEIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing				X
Walking				X
Bending/Stooping/Squatting/Twisting				X
Crawling		X		
Kneeling		X		
Reaching above the body			X	
Reaching away from body			X	
Climbing Stairs		X		
Climbing while working (ladders, stools, roofs, poles)		X		
Balancing	X			
Lifting &/Or Carrying objects: 50 Pounds or 1/3 Bodyweight		X		
Pushing			X	
Pulling			X	
Grasping/Gripping			X	
Handling			X	
Applying Torque (arms)			X	
Fine Manipulation				
Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data				
Computer Monitor/CRT	X			
Driving a Vehicle				X
Working Alone			X	
Operating Machinery or Equipment:			X	
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders> 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress		X		
Cold Stress		X		
UV Exposure		X		
Hazardous Chemicals/Waste			X	

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>8 Hours Per Day				
Overtime/Irregular Hours	X			
Senses:				
Eyes		X		
Visual Demanding Work		X		
Near Vision		X		
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination	X			
Audio Arms		X		
Ability to Smell		X		
Hearing protection	X			

**Working Conditions:** *Work is performed under the following conditions.*

Work is primarily performed outdoors in a field environment with exposure to all typical weather conditions, including travel from site to site. Possible exposure to sharp objects, pinch points, moving objects, vehicles, moving mechanical parts, odors, fumes, gasses, dust, noise, vibration, slippery surfaces, PVC cement, and solvents.

**Employee's Acknowledgement:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_