

(REVISED 4-7-05)  
8-11-10  
9-29-10  
1-26-12

## JOB DESCRIPTION

TITLE

GROUNDSKEEPER II

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate. Landscape maintenance experience in mowing, edging, trimming, pruning, fertilizing and identifying and properly/safely controlling pests. Experience in the safe operation and use of all hand and power equipment and chemicals and procedures used in maintaining district landscapes.
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
Mathematical Skills	Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
Certificate/License	Must currently have a valid driver's license for a minimum of five years. Ability to obtain a valid State of Florida Class B Commercial Driver License with air brake endorsement within 90 work days from date of hire. Ability to obtain a valid limited lawn and ornamental State of Florida license within 90 work days from date of hire. The employee must keep both licenses current throughout his/her employment by the District.
Reasoning Ability	Ability to apply common sense understanding to carry out simple one-or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is regularly required to talk and hear.

The employee is required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee lifts and/or moves up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The noise level in the work environment is usually loud.

#### REPORTS TO

Supervisor of Grounds

#### GENERAL RESPONSIBILITIES

1. Maintains the landscape of assigned sites, middle schools and high schools in accordance with prescribed standards.
2. Assigned to the following positions or sites: crew leader/groundskeeper; spray/fertilizer/utility groundskeeper; specific high school groundskeeper.

#### SPECIFIC RESPONSIBILITIES

1. Retains primary responsibility for the landscape maintenance of grounds around buildings and parking lots.
2. Performs any and all grounds-keeping tasks as directed by the permanent high school groundskeeper including: laying out and striping PE fields as needed for football, soccer, baseball, softball, and band practice; placing and removing markers as needed for football and soccer games; tine harrowing and dragging clay infields.
3. Assumes responsibility for all high school grounds keeping tasks while the permanent high school groundskeeper is absent or on vacation.
4. Possesses specific working knowledge to properly identify all grasses, ornamentals, trees, weeds and insect pests in the district's landscapes, to proficiently /safely use fertilizers and authorized pesticides, to operate all power equipment, hand tools and equipment; to move and store equipment and materials; and to proficiently layout and stripe and place and remove markers and equipment for football, soccer, and baseball games, band practice and track and field events.

5. Maintains assigned school sites by mowing, pruning, edging, trimming, blowing, weeding, fertilizing, mulching, safely using pesticides and posting all warning signage, working clay infields, tilling crushed shell/sand play areas when directed and removing hazards and trash.
6. Exercises initiative and good judgment in the performance of duties and assumes responsibility without direct supervision.
7. Follows proper procedures for the use of supplies and equipment and for equipment maintenance repairs and servicing.
8. Assumes responsibility for the proper utilization of tools, equipment and vehicles furnished by the School District.
9. Properly cleans all equipment used daily.
10. Uses all personal protective equipment and safety gear in a proper manner as required.
11. Maintains a daily work report indicating the time engaged in the tasks performed.
12. Reports to the appropriate supervisor all conditions that are found to be out of ordinary at site or unsafe.
13. Performs other duties as assigned.