

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: GROUNDSKEEPER I MAINTENANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, assists in the grounds maintenance and landscaping functions at facilities of the school system to improve appearance. Work involves the responsibility for safe efficient operation of motorized equipment such as mowers, edgers, and other types of power equipment. Employee must exercise independent judgment and initiative in performing assigned duties. Reports to the Groundskeeper II and/or Foreman- Grounds.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Assists in ground maintenance and landscaping functions such as fencing, asphalt and concrete repair, grass mowing, debris cleanup and removal, snow removal, tree removal, pruning, etc.

Maintains the grounds, grass, shrubbery, trees, walkways, steps and retaining walls of all school properties.

Operates mowers, trucks, edgers, trailers and other hand tools and hand powered equipment while landscaping.

Request, maintain and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.

Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration.

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

Responsible for having a general working knowledge of the departments work order system and the document flow associated with that system.

Must have general knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

##### **ADDITIONAL JOB FUNCTIONS**

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Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, and some experience in landscape work and in the operation of a variety of motorized equipment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment including backhoes, bobcats, graders, weed eaters, edgers, blowers, hedge clippers, chain saws, shovels, rakes, etc. Must be able to operate a motor vehicle. Must be able to exert up to 150 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Physical demand requirements are those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, work orders, etc. Requires the ability to prepare correspondence, time sheets, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in

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or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of various grounds maintenance and landscaping functions.

General knowledge of safety precautions applicable to grounds maintenance.

Skill in operating general grounds keeping equipment.

Ability to perform standard maintenance on grounds keeping equipment.

Ability to maintain schedules.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.