

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: GROUNDSKEEPER II MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs grounds maintenance and landscaping functions at facilities of the school system to improve appearance. Work involves the responsibility for safe efficient operation, and maintenance of motorized equipment such as backhoes, mowers, edgers, and other types of power equipment. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts various school officials. Reports to the Grounds/Landscaping Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs ground maintenance and landscaping functions such as fencing, asphalt and concrete repair, grass mowing, dumpster cleanup, tree removal, pruning, etc.

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

Maintains and repairs vehicles and equipment.

Provides training to other grounds keeping personnel in grounds keeping functions and equipment operation.

Operates a backhoe in trenching, filling or other minor excavations.

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

Must have considerable 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.

Perform quality control reviews to ensure the work is completed in accordance with defined standard procedures.

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Request, maintains 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.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by training in landscaping and lawn maintenance, and 1 to 2 years of 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 REQUIREMENTS

Possession of a valid class "A" 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,

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people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondences, reports, work orders, etc. Requires the ability to prepare correspondence, reports, forms, work orders, time sheets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. 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 instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in 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; multiply and divide; utilize decimals and percentages.

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.

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KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of various grounds maintenance and landscaping functions.

General knowledge of safety precautions applicable to grounds maintenance.

General knowledge of the principles of supervision, organization and administration.

Skill in operating general grounds keeping equipment.

Skill in obtaining materials for and overseeing projects.

Ability to maintain and repair grounds keeping equipment

Ability to train others in the use of grounds keeping equipment.

Ability to maintain schedules.

Ability to maintain simple logs and records.

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

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.