

JOB DESCRIPTION: SCHOOL CUSTODIAN/GROUNDSKEEPER

General Summary

The School Custodian/Groundskeeper shall be responsible to the Head of Maintenance and Operations and to the Superintendent/Principal for all assigned service related to the support of the instructional program. Responsible for the maintenance of fields, equipment and grounds within the assigned areas, keeping them in a safe, clean and orderly condition. Responsible for the maintenance and cleaning of all assigned buildings/rooms.

Essential Job Functions

Depending upon the individual assignment, the School Custodian/Groundskeeper may perform all or a combination of the following:

1. Maintain district grounds, athletic and play fields; weeds, edges, mows, waters, fertilizes and provides a variety of grounds maintenance services.
2. Performs a variety of horticultural duties; plants a variety of shrubs, trees and flowers; prunes and fertilizes; applies a variety of pesticides as needed; performs landscaping installations and improvements.
3. Monitors condition of grounds throughout the district; inspects and corrects a variety of conditions.
4. Monitors condition of playground equipment for safety; inspects and repairs equipment as necessary under direction of Head of Maintenance.
5. Maintains and repairs a variety of grounds keeping equipment, including mowers, tractors, trucks, trimmers and hand equipment.
6. Maintains inventory of grounds supplies and equipment; informs supervisor of needed supplies and replacements.
7. Secures area when mowing, spraying or performing other potentially injurious functions to ensure student and staff safety, and posts public notifications when required.
8. Cleans, washes, waxes, sweeps, vacuums, mops, and dusts buildings/rooms as assigned by the Head of Maintenance and approved by the Superintendent/Principal.
9. Perform other duties as required.

Qualifications

1. Ability to distinguish pesticides and hazardous chemicals with knowledge of Material Safety Data Sheets (MSDS).
2. Ability to operate a variety of grounds maintenance equipment and tools.
3. Knowledge of grounds repairs and maintenance.
4. Ability to mow, plant, water, prune and fertilize trees, shrubs, flowering plants and grounds.
5. Knowledge of safety procedures.
6. Ability to follow verbal or written instructions.
7. Ability to work independently with minimal supervision.
8. Skill in identifying and correcting equipment problems.
9. Current driver's license and evidence of good driving record.

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Physical Demands

Required to stand, stoop or crouch for prolonged periods; occasionally required to move heavy objects weighing more than forty (40) pounds; required to operate power equipment such as mowers, weed eaters and chain saws; required to take precautions when operating equipment with cutting potential and to avoid exposure to insecticides and other landscaping chemicals and their fumes; required to wear protective gear such as gloves or masks; exposed to noise from power equipment; grounds maintenance requires working outdoors in inclement weather; required to work from ladders or scaffolds; required to take precautions to avoid injury when felling trees with chain saw or using other power equipment.

Hours

Hours to be determined by District Board of Trustees. Variation in work schedule to be assigned according to the district needs.

Working Days

The working period is 5 days per week, twelve months per year.

The School Custodian/Groundskeeper is on emergency call 24 hours a day. The term "on emergency call" is understood to mean that the School Custodian/Groundskeeper may be asked to respond to an emergency situation at the school, at any time, provided he/she is available to such service. This person is to be remunerated for this additional work time assigned.

Holidays, Vacation, Sick Leave, Lunch Periods, and Rest Breaks

Entitled to 11 legal holidays per year. Vacation pay will be given in lieu of vacation time off. Sick leave is accrued at the rate of 1 day per month of service and unused sick leave is accumulated from year to year. Rest periods are 10 minutes for each four hours worked.

Salary

Salary step is as set forth by District Board of Trustees on the Custodian salary schedule.

Supervision

The Head of Maintenance and Operations.