

# SCHOOL DISTRICT OF GADSDEN COUNTY

## JOB DESCRIPTION

### HEAD GROUNDSKEEPER

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Eight (8) years' experience in grounds maintenance with (2) years in a supervisory capacity
- (3) Florida Commercial Driver's License (CDL) or a current out of state equivalent license with the ability to obtain a Florida license within 6 months

#### KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Ability to read, write and speak English (Fluent in Spanish is an advantage)
- (2) Ability to work independently and as a team member
- (3) The ability to follow written and oral instruction
- (4) Ability to generate, receive and complete work orders
- (5) Ability to organize and assign work to be completed based on established routines and deadlines
- (6) Knowledge of, and skill in the use of all tools of the trade
- (7) Ability to respond to questions, resolve problems, and provide technical and other assistance to staff in the completion of their assigned tasks

#### REPORTS TO:

Director of Facilities

#### JOB GOAL

To maintain the facility grounds of the District in good condition and to provide safe, healthy and attractive facilities for employees and students

#### SUPERVISES:

Groundskeeper

#### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Extensive walking and standing all the time, position requires mobility, occasionally climbs, crawls, stoops, or otherwise works in an awkward position, lifting or moving heavy parcels, machines, and equipment up to 40 pounds on a regular basis. Manual dexterity and coordination are required in over 50% of the work period while operating various types of equipment and frequent daily exposure to one or more disagreeable conditions, such as outdoor weather, undesirable cleaning or repair assignments, and herbicides/fertilizers.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## **HEAD GROUNDSKEEPER (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

- (1) Daily maintenance and upkeep of grounds equipment
- (2) Keep all GCSB grounds well-manicured including but not limited to mowing, weeding all areas not accessible by a mower, edging sidewalks and curbs, keeping fence lines clear of growth, trimming hedges and mulching flower beds.
- (3) Work with outside contractors as needed
- (4) Assist other tradesmen as required
- (5) Maintain records and make reports as required.
- (6) Maintain inventory of supplies and equipment
- (7) Acquire needed materials and supplies consistent with district purchasing requirements
- (8) Assist other tradesmen as required.

#### **Employee Qualities/Responsibilities**

- (9) Working knowledge of lawn maintenance techniques
- (10) Follows District policies and procedures
- (11) Works independently or as a team member
- (12) Interacts positively with school and maintenance personnel
- (13) Reports to work punctually and regularly
- (14) Displays appropriate work ethic

#### **System Support**

- (15) Communicates well with supervisor (s)
- (16) Maintains a positive working relationship with outside vendors
- (17) Performs other duties as assigned.