

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Grounds and Maintenance Worker

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 12 month position, eight (8) hours per day.

JOB GOAL: Under general direction of the Maintenance and Operations Supervisor, performs grounds landscaping duties and semi-skilled maintenance work, and other related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Cuts, edges, trims and prunes landscaped areas.
2. Prepares for aerating, plugging, mulching and fertilizing soil, trees, plants, lawn areas, shrubs, hedges and flowers.
3. Hoes weeds and rakes lawns.
4. Inspects, installs and repairs irrigation systems.
5. Sweeps and picks up paper, and other debris from site facilities, including walks, driveways, playgrounds and ball fields.
6. Water various ground areas by hand or by operating a sprinkler system.
7. Assists in the repair and moving bleachers, furniture and equipment for special events.
8. Applies pesticides and herbicides.
9. Hauls sand, dirt, sawdust, and straw and distributes as needed.
10. Performs routine duties involving repairs, erecting and/or dismantling of wood, steel, and/or chain link fencing.
11. Resurfacing asphalt, mixing and pouring cement.
12. Inspects all playground equipment monthly. Installs and repairs playground equipment.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of basic methods, material, equipment and tools used in the grounds landscaping and maintenance trades.
2. Knowledge of grounds and maintenance safety and health procedures
3. Ability to safely use hand and power tools and equipment common to grounds and maintenance work, including operation of backhoe.
4. Ability to perform routine and minor repairs to landscaping and maintenance tools and equipment.
5. Ability to communicate orally and understand while carrying out written or oral directions.
6. Ability to establish and maintain cooperative working relationship.
7. Ability to perform moderate to heavy physical labor including lifting or moving loads 75 lbs. or more.
8. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Preferred four (4) years' experience in the grounds landscaping trade

Licenses and Certifications:

1. Valid Nevada Driver License
2. Have or ability to obtain CDL with "P" & "S" endorsement

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Ability to travel throughout the District as needed
3. NCSD CDL Pre-Employment Drug and Alcohol Testing Program
4. Good driving record – must qualify for the District’s vehicle insurance coverage.

WORK ENVIRONMENT:

Strength: Moderate to heavy physical labor, including lifting, ability to exert force 15 to 50 lbs. frequently, and moving loads 75 lbs. or more, occasionally heavy amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, lifting. Requires mobility to work indoors and outdoors with hand and power tools, as well as maintenance/ landscaping equipment. Requires stamina to perform manual labor in extreme weather conditions.

Vision: Frequent near acuity to read printed materials, instructions, VDT screens and/or other monitoring devices.

Environmental Conditions: Indoor and outdoor environment, possible extreme cold or heat, all weather and climate conditions, exposure to low/moderate noise intensity levels frequently with occasional to frequent high intensity levels.

Hazards: Furniture, playground/office equipment, district vehicle, possible heights/rooftops, ladders, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

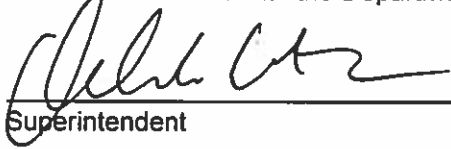
Working Conditions: Equipment and tools as necessary to carry out functions of position description.

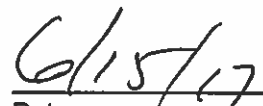
Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:  _____
Superintendent

 _____
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____