



Job Title: **Groundskeeper/Maintenance Mechanic**

Job Family: Non-Certified

Pay Program: Classified

Typical Work Year: 12 Month Position

Reports to: Director of Buildings and Grounds

SUMMARY: Performs a variety of outdoor maintenance tasks, including, but not limited to: prepare, establish, maintain, repair, construct and/or install landscape elements such as turf, trees, fences, playground equipment, surfacing, irrigation, retaining walls, concrete, asphalt, signage and drainage. Also repair maintain and service HVAC equipment plumbing, mechanical systems and structural elements. Respond to after-hour emergencies. Snow removal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions
1. Maintains outside grounds by performing lawn mowing and edging; monitoring and reporting the operation of the sprinkler system; removing and/or reporting graffiti and vandalism; removing litter and emptying trash receptacles; monitors, identifies and performs regular maintenance on outdoor equipment.
2. Prepares and maintains athletic fields, track and district property. Prepares and maintains landscaping elements including natural and synthetic turf, trees, shrubs, etc. Performs duties such as watering, laying sod, painting, aerating grass, and maintaining trees.
3. Install, inspect, and repair, and maintain playground equipment and surfacing.
4. Install, inspect, repair and maintain fencing, asphalt, concrete, signs, surfaces and retaining walls.
5. Perform snow removal from parking, pedestrian and play areas when needed, utilizing loaders, plows, shovels, tractors, etc. Apply pre- and post-ice control material.
6. Remove and/or cover graffiti. Paint parking areas and athletic fields.
7. Operate, inspect and perform light maintenance on landscape maintenance construction equipment.
8. Operate, inspect and perform light maintenance on landscape maintenance construction equipment.
9. Analyze, troubleshoot, repair, rebuild, adjust and replace mechanical equipment such as, but not limited to, bearings, motors, heat exchanges, boilers, ventilating and air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers and exhaust hoods.
10. Order and maintain inventory of heating, ventilating and air conditioning parts.
11. Inspect and verify the operation and safety of all heating boilers, roof top units, air handling units and ventilation systems.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 1 year of related experience.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Iowa CDL Class B driver's license.
- Successful completion of a pre-hire, post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of landscape installation and maintenance.
- Ability to comply with Maintenance On-Call Policy.
- Ability to promote and follow Board of Education policies, Superintendent's policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of trucks, trailers, power tools, hand tools and landscape construction equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Director of Buildings and Grounds	

- Responsible for assisting with directing and guiding the work of and training Seasonal Trades Helpers.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Maintain supplies and equipment. Inform Director of Buildings and Grounds needed supplies.
- Make appropriate purchases on District credit card and document purchases.
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk		X		
Hear			X	
Taste	X			
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze	X			
Communicate		X		
Copy		X		
Coordinate		X		
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Updated 9-21-15