

Policy No: 412.01 R4
Approved: 4-13-2015
Revised:

JOB DESCRIPTION-GROUNDS SUPERVISOR

The grounds supervisor is an "at will" employee assigned, supervised, and evaluated by the superintendent of schools. The duties shall include, but not be limited to, the following:

1. Fertilizing, watering, and mowing the lawn, playground, football field, and practice areas owned by the school district.
2. Caring for school district's trees, plants, and flowers.
3. Maintaining driveways, delivery areas, alley, maintenance sidewalks, and fences.
4. Assuring that the all outside areas are safe and free of hazards and debris.
 - A. Apply de-ice to sidewalks when they are iced over.
 - B. Remove snow from parking lots, playground and handicapped assessable areas.
 - C. Sweep and shovel all school sidewalks to keep them free from snow and ice.
 - D. Pick up debris (cans, bottles, paper, and other unsightly objects) from the lawn, parking lots and other school property.
5. Assisting the maintenance supervisor in the development of the operation and maintenance budget for approval by the superintendent of schools.
6. Assisting the maintenance supervisor during winter months with building maintenance and custodial duties.
7. Once each week visually inspect all playground equipment; repair or correct improper conditions immediately. Record and file with Superintendent each inspection, correction, and repair.
8. Must be knowledgeable in the handling of chemicals and assure that all petroleum products, fertilizers, and plant chemicals are securely stored.
9. Maintain standards for acceptable workmanship.
10. Must be able to follow instructions and complete work with minimal supervision.
11. Maintaining confidentiality of sensitive information related to staff, students, and parents.
12. Maintaining a cooperative working relationship with all personnel, students, and patrons.
13. Performing other tasks and duties as assigned.
14. Minimum educational and preparation requirements.
 - A. High school diploma or equivalent.
 - B. A background in use of power equipment.
 - C. Must have the ability to compute chemical ratios for fertilizer needs.

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15. Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing		X		
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing		X		
Driving	X			
Lifting 75# Max.			X	
Carrying 50 ft.			X	
Manual Dexterity Tasks'			X	

Operate power equipment such as tractors and mowers.

16. Personal skills, qualities, and personality traits required for this position.

- A. Possess effective oral and written communication skills.
- B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
- C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
- D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
- E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.

17. This position requires working with hazardous chemicals.

18. May require working outside during inclement weather.