

Carson City School District Job Description: Groundskeeper

Job Title: Groundskeeper
Location: District-wide
Reports To: Grounds Supervisor
FLSA Status: Non-exempt
Prepared By: Associate Superintendent of Human Resources
Prepared Date: 12-23-2019

General Job Description:

Under supervision, to operate power grounds equipment including occasional use of power construction equipment; to perform skilled grounds equipment operation and grounds maintenance work; and to perform related work as required. Bilingual preferred.

Experience or training required:

Knowledge of: Operation, use and maintenance of power grounds equipment; pruning practices; herbicides pesticides and fungicides; tools, materials and practices used in a wide range of grounds maintenance and gardening work; basic sprinkler repair; appropriate safety precautions and procedures.

Ability to: Perform the complex grounds maintenance and gardening work; operate power grounds equipment with skill; perform heavy manual labor; perform skilled equipment operation work, including the operation of tractors, trucks, power mowers, rollers, sweepers, jackhammers and other power grounds equipment; use herbicides and pesticides in an appropriate and safe manner; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in grounds maintenance, or a closely related field; or entry-level experience performing general groundskeeping duties including the use of grounds equipment; or experience at or equivalent to experience as a Groundskeeper in the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

The Job Functions:

Positions in this class are characterized by the regular performance of skilled groundskeeping and grounds equipment operation. Incumbents perform varied grounds maintenance work, including the skilled duties involving the use of pruning equipment, pesticides and herbicides. This class is distinguished from the next lower class of Groundskeeper by the operation of power equipment and the skilled level of work accomplished.

Essential Job Functions:

Performs skilled operation of tractors, trucks, power mowers, sweepers, rollers, jackhammers, chippers, chain saws, compressors, cement mixers, power edgers, power trimmers and other grounds maintenance equipment; uses tractor attachments as the job demands; services and makes repairs to the grounds equipment; fills, levels, rolls, smooths and prepares ground for planting of lawns; levels ground and builds mounds for athletic fields; uses jackhammer to break up concrete; hauls dirt, trash and other materials; uses

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power spray rig to spray for weed and pest control; installs and repairs sprinkler systems; sharpens lawn mowers; mows lawns and fields; uses gardening and construction hand tools; drives a truck; ensures that tools and equipment are kept in proper repair; maintains simple records; participates in the cultivation, watering and trimming of lawns, shrubs, hedges, trees and flowers; sprays flowers, shrubs and weeds; mixes chemicals for weed and pest control; trains others in the mixing and use of fertilizers and chemicals used in weed and pest control; drags and fills playground and athletic field areas; participates in the planting, transplanting, fertilizing and removal of plants and shrubs; uses hand tools to work soil and to remove weeds, undergrowth and debris from school grounds and landscaped areas; participates in the sweeping, vacuuming and blowing of walks, driveways, parking lots and other areas; participates in the erection and repair of fences, gates, backstops and other playground/athletic-related fixtures; performs general maintenance work; additional duties shall include but not be limited to: arc and gas welding; operation of heavy construction equipment such as articulating front end loaders and backhoes; use of cutting torches, pipe threaders and snow plows; repair of asphalt surfaces; and performs related work as required. Must be able to collaborate with other staff members and community partners in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Will be required to use a variety of chemicals on a daily basis. May be required to wear goggles, gloves, face shields and back support occasionally. Incumbent must be in good physical condition and must take a physical examination at the District's expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work within school campuses, office buildings, grounds settings and use standard operations equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Grounds setting with temperatures ranging from mild, moderate, to severe cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: vehicle equipment, tools, related machinery, communicable diseases, chemicals (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.