

Arlington School District No. 16
Job Description

JOB TITLE: Grounds

CLASSIFICATION:	Classified
LOCATION:	
REPORTS TO:	Director of Support Services
HOURS:	Varies/260 days
SALARY:	Per PSE Schedule

SUMMARY: Under the supervision of the Director of Support Services the/grounds employee will maintain the school facilities and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Responsible for care and maintenance of district grounds including field, artificial turf, landscaping and lawns.
- Set up and maintain outdoor sports facilities and events, including football, soccer, baseball, softball, track and tennis.
- Prepare fields for sports competitions, including lining fields and maintaining dugouts and mounds.
- Use power equipment and hand tools (i.e., tractor, chain saws, blowers).
- Perform cleaning and maintenance of District grounds, including pressure washing, picking up trash, cleaning sidewalks and grounds, entry ways; maintain parking lot areas, and keep drains free from debris
- Empty wastebaskets and trash containers.
- Operate a variety of mowers and related turf equipment in caring for grounds and perform minor equipment maintenance.
- Water, weed, prune and trim, apply fertilizers, seeds and pesticides; irrigate turf as necessary.
- Drive and operate commercial vehicles.
- Safely operate district vehicles (i.e. maintain cleanliness and fuel as needed).
- Reports concerns regarding truck operation to the Director of Support Services or the Administrative Assistant.
- Repair, maintain and operate irrigation system (i.e. winterize and make adjustments as needed).
- Set up and remove furniture required for special events; move furniture, equipment, supplies, and tools
- Clean and sanitize toilets, sinks, shower rooms and fixtures, and refill all dispensers in facilities/buildings as required for special events.
- Maintain facility security.
- Work cooperatively and collaboratively with other grounds staff assigned to the campus
- Observe strict confidentiality regarding student and personnel information
- Demonstrate professionalism through conduct, punctuality and minimal absences.
- Comply with all District, State, Federal policies, procedures, codes and laws.
- Maintain the ability to be a self-starter.
- Possess the ability to follow instructions.

- Establish and maintain positive communication and working relations with staff, students, and the public with a focus on commitment to quality customer service and courteous, helpful, friendly cooperation.
- Other duties may be assigned by the Director of Support Services to accommodate the efficient operation of the department.
- Subject to DOT Pre-Employment/Random/Post Accident and Reasonable Suspicion drug testing.

QUALIFICATION REQUIREMENTS: *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.*

EDUCATION and/or EXPERIENCE:

Minimum requirement is high school diploma or equivalent

Successful employment experience in grounds keeping, landscaping or related field is preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State CDL driver's license required.

Valid Pesticide certification

Current and valid DOT Physical

CPR & First Aid Card (may be required)

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Knowledge of irrigation system and repair.
- Perform strenuous physical labor in all kinds of weather.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to walk; stand; use the hands to handle, finger, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch, and bend or twist at the neck and trunk more than the average person. The employee continuously uses hand strength to grasp tools and occasionally climb ladders. The employee must

frequently lift and/or move up to 50 pounds, and unload trucks, and occasionally lift and/or move up to 90 pounds and push/pull/maneuver carts weighing approximately 400 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee regularly works outdoors with some indoor work. The employee will work with or near moving mechanical equipment, and will work with many different products. While performing the duties of this job, the employee occasionally will walk on slippery surfaces. The noise level in the work environment is usually moderate, except when operating gas powered equipment.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.