



GROUNDS WORKER/ SEASONAL/TEMPORARY

Job Code: 089ABE
Bargaining Unit: Tri-Council
Effective Date: 2/20/2015

Description of Work

General Statement of Duties

Performs manual labor in the maintenance of grounds and structures for the Grounds and Labor unit. Drives, operates and cares for vehicles and other equipment. Provides support at athletic fields and outdoor structures during permitted events. Performs other related duties as assigned.

Supervision Received

Works under the general technical supervision of a crew leader, Grounds Crew Lead, Maintenance Supervisor, or Assistant Director.

Supervision Exercised

None.

Responsibilities

The essential functions include, but are not limited to the following fundamental duties:

Inspects, cleans and maintains grounds and buildings; keeps them free from debris, orderly and safe.

Uses hand tools in pruning, trimming and cutting to maintain the physical appearance of the buildings.

Drives trucks to haul materials, supplies, trailers or equipment.

Drives district vans, pickups, and other vehicles used in the maintenance of grounds.

Performs general maintenance duties including refueling and lubricating parts of small engines, tools and equipment.

Operates pertinent small engine equipment such as push mowers, weed whips and related equipment.

Cleans, sweeps and maintains recreational hard surface areas.

Setups, cleans and opens athletic fields and outdoor structures for permitted events and other duties as assigned by the grounds and labor team.

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Responsibilities (continued)

Responds to any issues that may arise during a permitted event associated with athletics or other outdoor events.

Prepares athletic fields and outdoor structures for closure after each permitted event and makes sure all buildings at the permitted site are secure.

Works with the department's Storekeeper to coordinate the procurement of materials and resources required for the effective completion of work assigned.

Contributes to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Performs other related duties as assigned.

Knowledge, Skills and Abilities

Working knowledge of basic tools, equipment, and materials used in grounds maintenance.

Working knowledge of the proper and safe methods and techniques of maintaining district facilities.

Some skill in the safe operation of vehicles, equipment, and small hand and power tools.

Considerable ability to understand and follow written and oral instructions; read, write and understand product label information.

Working ability to work in unfavorable weather conditions (extreme heat and cold) and/or for extended periods of time.

Knowledge of the terms, principles, regulations, and procedures associated with the maintenance of facilities grounds.

Possess basic computer and mobile device skills, including proficiency in a corrective and preventive work order system, word processing and data manipulation.

Ability to listen, speak and interact effectively with all customers.

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Knowledge, Skills and Abilities (continued)

Ability to deal with customers at permitted events on a professional and pleasant manner.

Ability and willingness to work flexible hours including evenings and weekends.

Working ability to clean restrooms, refreshment stations, turn on stadium and building lights and ticket booths prior to the start of a permitted event.

Ability to assist in identifying and responding to the needs of all customers.

Ability to complete required departmental forms, records, and daily reports in a thorough and timely manner.

Ability to frequently perform fine motor skills and to grasp objects.

Ability to frequently withstand repetitive motion of the neck and trunk.

Ability to frequently lift and carry up to 75 pounds.

Ability to occasionally lift and carry up to 150 pounds.

Ability to occasionally push and pull materials and supplies that are up to 200 pounds.

Ability to occasionally get in and out of awkward positions to work in limited space.

Ability to kneel, crouch, squat, reach to shoulder height and above for up to 30 minutes at a given time.

Ability to occasionally climb ladders

Minimum Qualifications

- Must possess a High school diploma or G.E.D. certificate.
- Must possess and maintain a valid Minnesota Class D driver's license, or equivalent out-of-state license, including no revocations or suspensions for the two year period prior to the date of employment. Please note that a candidate's driving record will be reviewed prior to an offer of employment