



Asst 1 / Grounds

Purpose Statement

The job of Asst 1 / Grounds is done for the purpose/s of assisting with the maintenance and safety of District grounds and athletic fields.

This job reports to Director of Maintenance

Essential Functions

- Assists with the maintenance of grounds, athletic fields, and related areas (e.g. fertilizing, tilling, weeding, mowing, edging, raking, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities, and/or athletic events.
- Cleans landscaped and related areas (e.g. storm drains, fields, sidewalks, playgrounds, etc.) for the purpose of preventing flooding, removing hazards, and ensuring a safe, attractive environment.
- Maintains job related grounds keeping equipment (e.g. shovels, weed eaters, brooms, etc.) for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Plants a variety of landscaping materials (e.g. shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.

Other Functions

- Assists with snow and ice from sidewalks as needed for the purpose of ensuring access and safety.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 1