



Asst 4 / Grounds

Purpose Statement

The job of Asst 4 / Grounds is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to Coordinator 9-12 Custodial

Essential Functions

- Assists in the application of pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- Assists the Head Custodian during winter months as time permits for the purpose of contributing to a clean and well maintained environment.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Maintains job related grounds keeping equipment for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Maintains landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of providing an attractive environment and preventing flooding or other hazardous conditions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs snow removal in a timely manner for the purpose of ensuring student and employee safety and maintain adequate access to the facility.
- Plants and maintains a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Repairs sprinkling systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally 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 including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and solve practical problems. 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 and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. 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 under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

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, frequent 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 some temperature extremes and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 4