

**FIVE TOWN CSD/MSAD #28  
JOB DESCRIPTION**

**GROUNDSKEEPER**

**QUALIFICATIONS:**

1. High School Diploma or Equivalent.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Knowledge of OSHA safety requirements.
4. Sound experience with basic maintenance tools, including lawn mowers and tractors.
5. Knowledge of maintenance of sports fields, including line maintenance.
6. Such alternative to the above qualifications as the Board may find appropriate and acceptable.
7. Hold a valid Maine driver's license.
8. Possesses physical and cognitive abilities necessary to carry out Performance Responsibilities.

**DESIRED QUALIFICATIONS:**

1. Experience with organic turf and landscape management.
2. Maine Pesticide Applicator License

**REPORTS TO:** Director of Facilities and Transportation

**JOB GOAL:** To provide students with an attractive and safe, natural environment in which to learn.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains and cares for school's grounds.
2. Plants seeds, bulbs, tree seedlings, and shrubbery so that resulting growth will produce an attractive appearance.
3. Prunes trees and trims hedges to promote growth and improve appearance.
4. Mows lawn with hand or power mower.
5. Connects sprinkling equipment and waters lawn and flowerbeds.
6. Inspects flowers, shrubs, and trees for evidence of insects, fungi, and notifies the Director of Operations and Maintenance of findings.
7. Adjusts and repairs such equipment as lawnmowers, sprinklers, and hedge shears.
8. Shovels snow from sidewalks and driveways and spreads sand, salt, or ashes to prevent slipping.
9. Collects and disposes of leaves and refuse.
10. Repairs outdoor chairs and benches.
11. Works inside on assigned custodial jobs.
12. Works cooperatively, respectfully, and in a supportive manner with all co-workers and other staff.
13. Works cooperatively and demonstrates good communication skills with administrative and supervisory personnel and responds appropriately to directions and requests.

14. Performs such other duties and responsibilities as may be assigned by the supervisor and/or the Superintendent.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the district.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information, and to follow verbal or demonstrated instruction.
2. Physical ability to perform all necessary upper and lower body movement.
3. Ability to talk, hear, see, and speak.
4. Ability to do reaching, eye-hand coordination, stooping, repetitive motion, climbing and lifting of 50 pounds on a regular basis, occasionally more.
5. Ability to do basic math and writing.
6. Ability to communicate using school provided computer and email account.
7. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** As specified in contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document and the Director of Facilities and Transportation

**History:** Approved: 03/06/13

Approved: April 14, 2021