



Eagle Point School District 9

Job Description – Groundskeeper – High School Level

PURPOSE:

- The High School Groundskeeper provides the students and staff with an attractive and safe environment in which to learn and teach.

REPORTS TO:

- Site Administrator/Maintenance Supervisor

QUALIFICATIONS:

- High school diploma or equivalent.
- Maintain a valid Oregon Driver's License and personal transportation.
- Experience in grounds and building maintenance, preferably in a school setting.
- Thorough knowledge of turf, trees, bushes, shrubs, ground cover and flowers.
- General knowledge of building maintenance, such as electrical, plumbing, boilers and HVAC.
- Thorough knowledge of sprinkler systems, mowing, trimming and general lawn maintenance.
- Ability to read instructions and write reports.
- Pass required criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Cares for lawns and turf (mowing, reseeding, watering, edging and weeding).
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and public.
- React to change productively and handle other tasks as assigned.
- Strong work ethic.
- Appropriately operate all equipment as required.
- Support the philosophy and mission of School District 9.
- Good communication, organization and computer skills.

PHYSICAL REQUIREMENTS:

- Requires stooping, bending, reaching, lifting, carrying objects and climbing ladders.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- See physical requirements.

GENERAL RESPONSIBILITIES:

- Plants and cares for trees, shrubs, annuals, perennials and ground cover.
- Operates small power equipment to mow, edge, trim and prune.
- Performs minor maintenance on equipment.
- Safely mixes and applies insecticides, fungicides and herbicides according to the manufacturer's instructions.
- Maintains and adjusts all sprinkler systems.
- Reports and repairs all safety hazards.
- Performs general building maintenance.
- Assists in preparing the facility for school extra-curricular activities and other daily function.
- Assist the Plant Engineer.
- Fill in for the Plant Engineer when he/she is absent.



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- Comply with the laws and procedures for the storage and disposal of hazardous and non-hazardous wastes.
- Assist with all summer cleaning (held to custodial standards).
- Picks up paper, litter and other refuse on campus.
- Records use of pesticides, herbicides and fungicides in appropriate log.
- Prepares and cleans outdoor sports facilities for use.
- Respect confidential information.
- See that district policies are observed at all times.
- Stays focused on task.
- Keep abreast of new information, innovative ideas and techniques.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Perform other duties as assigned by the Maintenance Supervisor or Site Administrator.

RATE OF PAY: According to Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 14, 2013