

**JOB DESCRIPTION**  
**Groundskeeper**

**IMMEDIATE SUPERVISOR**                      **Superintendent**

**GENERAL DUTIES**

Performs routine maintenance and grounds keeping duties and assists other maintenance personnel in the completion of work orders and assignments.

**ESSENTIAL REQUIREMENTS**

- A. High School Diploma or the equivalent
- B. One to three years of satisfactory employment in general maintenance, grounds and/or related skilled trade
- C. Experience in grounds keeping equipment maintenance, machine shop or mechanical repair
- D. The ability to understand and follow oral and written directions
- E. Hold a valid Oregon driver's license or may be required to obtain one within 6 months
- F. Ability to effectively work and communicate with students, parents, school personnel from diverse cultures or backgrounds
- G. Ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Performs grounds keeping duties in all seasons, operating a variety of power tools and equipment
- B. Mows and maintains lawns and fields using commercial equipment,
- C. Rakes and maintains leaves and cares for plants, flowers, trees and shrubs including pruning
- D. Maintains tools and equipment used in grounds maintenance
- E. Operates light gas powered automotive equipment
- F. Loads, delivers and unloads supplies and equipment
- G. Performs basic construction work in concrete, wood, metal and other applicable materials
- H. Assists other skilled maintenance workers performing plumbing, painting, electrical, carpentry, construction or repair work
- I. Has knowledge of commonly-used concepts, practices and procedures of Grounds Maintenance

- J. Ability to work independently, following directions of supervisor
- K. Cultivate and model a respectful working and learning environment

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities.

Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is the expectation of every employee to offer his/her services wherever necessary to ensure the success of students.

## **PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)				<b>X</b>	
Crawling				<b>X</b>	
Crouching (bend at knees)				<b>X</b>	
Stooping (bend at waist)				<b>X</b>	
Twisting (knees/waist/neck)				<b>X</b>	
Turn/pivot			<b>X</b>	<b>X</b>	
Climbing (stairs)			<b>X</b>		
Climbing (ladder)					<b>X</b>
Reaching overhead					<b>X</b>
Reaching extension					<b>X</b>
Repetitive use arms					<b>X</b>
Repetitive use wrists					<b>X</b>
Repetitive use hands grasping					<b>X</b>
Repetitive use hands squeezing					<b>X</b>
Fine manipulation				<b>X</b>	
Using foot control			<b>X</b>		
*Pushing/Pulling Maximum weight: <b>10-35 lbs.</b>  Maximum weight: <b>60-75 lbs.</b>			<b>X</b>		<b>X</b>
*Lifting/Carrying Maximum weight: <b>5-50 lbs.</b>  Maximum weight: <b>60-75 lbs.</b>			<b>X</b>	<b>X</b>	

\*Identify items typically moved: Equipment, tools, furniture, appliances, ladders, supplies

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**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

**EMPLOYEE STATEMENT**

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date