

Job Title: Grounds Maintenance
Reports To: District Manager
FLSA Status: Non-exempt
Date: January 2013



I. Job Summary:

To perform a wide variety of grounds keeping and building maintenance duties, maintaining the lawn, outside maintenance such as parking lot, sidewalks, routine maintenance of buildings and offices.

II. Essential Job Functions: including the following:

- A. Operate a variety of equipment including, backhoes, tractors, grounds keeping equipment, power and hand tools and other specialized maintenance and construction equipment; perform safety and maintenance inspections on assigned vehicle or equipment.
- B. Maintains grounds in a clean and orderly manner including mowing, trimming and weeding lawns; trimming and/or pruning trees and bushes.
- C. Plant, water and maintain landscaped areas consisting of turf, bushes, trees and shrubs; stake trees as necessary; water, mow, weed, renovate; edge and trim around fence lines and other structure.
- D. Replacing and repairing sprinkler heads, adjusting automatic time clocks
- E. Clean and maintain restrooms and buildings; stock paper supplies, clean toilets, sinks; mop floors and empty trash.
- F. Perform a variety of duties in the installation, maintenance and repair of low voltage electrical wiring; install, adjust, maintain and repair electrical timers, electronic and hydraulic valves and controllers.
- G. Calibrate and apply herbicides, pesticides and fertilizers safely and accurately; maintain records of fertilizers and chemicals used.
- H. Operate and maintain irrigation and sprinkler systems including pump stations, underground piping, valves, wiring, sprinklers, and controllers; check for broken lines, heads, and other parts; determine watering needs for assigned areas and establish watering schedules.
- I. May perform laboring and maintenance duties when grounds keeping duties have been completed.
- J. While performing the essential functions of this position the employee is occasionally required to perform duties that require lifting and/or move up to 100 pounds; routinely lift up to 50 pounds with or without reasonable assistance.
- K. Follows safety procedures and maintains a safe work environment.

III. **Qualifications:** *Fulfilling the essential job facets requires that employee have the following qualifications.*

A. **Knowledge of:**

1. Use tools, such as lawnmowers, leaf blowers, saws, hammers, hoes, spades, edges, chainsaws, tractors, hedge clippers, shovels, pruners, shears, and/or hoses.
2. Work with pesticides, herbicides or other chemicals to soil, weeds, plants or other surfaces.
3. Must be capable of understanding instructions both written and oral methods.
4. Safe work practices.
5. Applicable tools and equipment operations for assigned areas.

B. **Ability to:**

1. Organize work, setting priorities, and following up assignments with minimum of direction.
2. Work independently in absence of supervision.
3. Communicated clearly and concisely, both orally and in writing.

C. **License:**

Valid Colorado Drivers license is required to operate district equipment.

D. **Environmental Conditions:**

Often work is outside, sometimes in inclement weather, exposure to noise, dust, fumes, gases, potentially hazardous chemicals, electrical energy, and work on slippery surfaces.

E. **Physical Requirements:**

1. Primary functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; operating motorized equipment and vehicles.
2. While performing the essential functions of this position the employee is occasionally required to lift and/or move up to 100 pounds; routinely lift up to 50 pounds.
3. Position requires hearing, talking, sitting, and standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and work in heavy vehicle traffic conditions.

General Terms Applicable to this Position:

- A. **Employed At Will.** This job position is at-will, meaning that either the employee or the District may terminate the employment relationship at any time, with or without cause or prior notice.
- B. **Not a Contract.** This job description is not a contract of employment and is subject to change by the District at any time without prior notice to employee.
- C. **Duties Not Inclusive.** The duties listed above are examples of essential functions of the job position but are not all –inclusive. The District may require the employee to perform additional duties not listed and may modify the duties listed.
Reliable attendance is an essential duty of this position.
- D. **Handbook.** The Employee Handbook contains important guidelines regarding employment with the District that apply to employee. Employee is responsible for reading and abiding by the Employee Handbook guidelines, which Handbook may be modified from time to time by the District.
- E. **Reliability.** This position requires that the person be reliable in terms of attendance. This is essential to performing the job satisfactorily.