

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Groundskeeper

BAND	GRADE	SUBGRADE
A	1	1
DEPARTMENT: Grounds	ACCOUNTABLE TO: Grounds Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for maintaining District owned grounds. Duties include: troubleshooting minor problems with the irrigation system; setting irrigation controls; preparing ball fields; trimming and pruning trees and shrubs; mowing grass; weed-eating; cleaning gutters and parking lots; weeding and raking flower beds and granite areas; cleaning and hauling trash; removing debris and clippings from sidewalks; rotor tilling play areas; and, seeding lawns.		
DISTINGUISHING CHARACTERISTICS: The Groundskeeper is the first level in a four level grounds series. The Groundskeeper is distinguished from the Grounds Technician which is responsible for operating heavy equipment and serves as a lead.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Prepares and maintains ball-fields and running tracks before practices, games, and other scheduled events to include leveling, dragging and ripping up the field; watering; and, mowing.	Daily	A1
2.	Maintains grounds to include mowing grass, weed-eating, removing debris and clippings from sidewalks, rotor-tilling, seeding, cleaning gutters and parking lots, weeding and raking flower beds and granite areas, and picking up and hauling trash.	Weekly	A1
3.	Trims, prunes, realigns, and replaces trees and shrubs.	Weekly	A1
4.	Sets and resets the irrigation system and troubleshoots minor problems.	Weekly	A1
5.	Assists Grounds Technicians.	Monthly	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

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Knowledge (position requirements at entry):

Knowledge of:

- Grounds maintenance practices and techniques including growth patterns of trees, shrubs, and grass;
- Safety procedures in operating maintenance equipment.

Skills (position requirements at entry):

Skill in:

- Operating grounds maintenance equipment such as riding and push mowers, weed-eaters, blowers, chain saws, pruning saws, trimmers, parking lot sweepers, and rotor-tillers;
- Cutting and watering various trees, shrubs, and plants to ensure healthy growth;
- Driving County vehicles;
- Setting and repairing irrigation systems;
- Dragging and leveling ball-fields;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one year of grounds maintenance experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, vibrations, dusts, extreme temperatures, and intense noises.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (ARK)

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