

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
GROUNDSKEEPER**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Facilities & Operations	A/1/1	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Groundskeeper is the first level in a four level series. Incumbents are responsible for maintaining District-owned grounds.</p> <p>Duties include troubleshooting minor problems with irrigation systems and setting irrigation controls; preparing ball fields; trimming and pruning trees and shrubs; mowing grass and eliminating high weeds; cleaning gutters and parking lots; weeding and raking flower beds and granite areas; cleaning grounds and hauling trash including removing debris and clippings from sidewalks; rotor tilling play areas; and seeding lawns.</p> <p>The Groundskeeper is distinguished from the Grounds Technician in that the latter has responsibility for operating grounds maintenance equipment.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Prepares and maintains ball-fields and running tracks before practices, games, and other scheduled events including leveling, dragging and ripping up the field; watering; and mowing.	Daily 25%	A/1
Maintains grounds including mowing grass; applying weed-eater; removing debris and clippings; rotor-tilling; seeding, cleaning gutters and parking lots; weeding and raking flower beds and granite areas; and picking up and removing trash.	Weekly 25%	A/1
Trims, prunes, realigns and replaces trees and shrubs.	Weekly 15%	A/1
Sets and resets the irrigation system and troubleshoots minor problems.	Weekly 15%	A/1
Assists Grounds Technicians in the performance of their duties.	Monthly 10%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	



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Training And Experience:

High School Diploma or GED and one year of grounds maintenance experience is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Driver's License.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Grounds maintenance practices and techniques;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Operating grounds maintenance equipment and tools;
- Setting and repairing irrigation systems;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

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

Incumbents may be subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and intense noise.

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.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

