

WESTTOWN SCHOOL

Position Description Groundskeeper

Position Specifications:

Job Title:	Groundskeeper – Turf Fields
Classification:	12 Month Position
Department:	Facilities
Reports To:	Assistant Manager
Supervisory Responsibility:	None
Created:	2/2018

Position Summary:

The Groundskeeper is responsible for the maintenance of Westtown School's athletic fields and recreational play areas while also assisting in the overall maintenance of the school's property in order to maintain a safe and attractive environment.

Essential Functions:

- Maintains all athletic fields and school grounds on a daily basis, regularly reviewing athletic events that are scheduled.
- Prepares athletic fields for sporting events in accordance with the regulations set for by the league.
- Remove dead branches, prune and maintains trees, inspects trees for damage from pests and disease. Remove leaves and rubbish from athletic fields.
- Maintains athletic fields and recreational play areas for all users including layout, lining, mowing, seeding, fertilizing, etc.
- Mows grass and trim with power mowers and other power tools.
- Operates a tractor, loader, and other grounds vehicles.
- Weeds flower beds, around shrubs and trees, and as directed.
- Plants trees/shrubs and annuals as directed.
- Assists with removal and disposal of trash and debris.
- Removes snow and ice using power snow blowers, chemical ice melters, truck mounted plows, shovels, and/or ice scraper and must be available for early morning and/or late night hours when snow or ice is forecasted.
- Rakes leaves and grass.
- Maintains streets in the immediate vicinity of the campus.

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- Maintains parking lots.
- Provides support and manpower as directed to other School and Physical Plant Departments.

- Maintain communications according to school radio policy.
- Maintain professional and appropriate relations with all students and parents at all times.
- Maintain knowledge of school property and staff as necessary to perform assigned duties
- Report all accidents to the Chief Financial Officer immediately.
- Ensure security and confidentiality of all student information.
- Report unsafe conditions or suspicious activity to Security.
- Practice energy conservation at all times.
- Attend work on time as scheduled and adhere to attendance policy.
- Participate in departmental meetings/training.

Additional Duties and Responsibilities:

- Adhere to all work rules, procedures and policies established by the school. This includes, but is not limited to those contained in the Employee Handbook and the Crisis Response Manual. Have a thorough knowledge of emergency procedures.
- Promote teamwork and associate morale.
- Follow proper key control procedures.
- Perform other duties as assigned.

Materials/Equipment Handled:

Landscaping tools and equipment, mowers, blowers, scooter, tractor, school vehicles

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Physical Requirements:

- Lift, carry or otherwise move up to 25 lbs. regularly. Lift, carry or otherwise move up to 100 lbs occasionally with assistance. Follow proper moving and lifting procedures.
- Must be able to stand, walk, sit, climb or balance, stoop, kneel, crouch or crawl.
- May be required to climb ladders.
- Must be able to push and pull heavy loads.

Qualifications:

- High School Diploma or GED
- One year experience in the care and maintenance of similar facilities or equivalent education, training, or experience.
- Ability to work with the overall organization of the Facilities Department and work with skilled and unskilled personnel.
- Ability to read, write and follow oral and written instructions.
- Must be accessible and available in the event of emergencies including weather emergencies.
- Must have a valid Driver's License in order to drive school vehicles.

Acknowledgements:

- I have read and understand the information provided in this position description.

Signature

Date

Printed Name

Qualified, interested candidates who wish to apply should visit http://tiny.cc/westtown_careercenter & select Show All Job Openings.