

Litchfield School District - SAU 27

POSITION TITLE: GROUNDS MAINTENANCE	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>3/4/2020</i>
General Purpose:	To perform routine maintenance, care, cleaning and operations of the school district grounds, open spaces, turf, and related facilities, in such a way as to ensure a safe and healthy environment for students, staff, and community members.
Reports to:	Facility Director
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Perform routine maintenance on lawn and power equipment.
2. Carry out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of athletic fields and open spaces. Plant lawns, trees, shrubs, and flowers.
3. Mow and maintain athletic fields and open space areas; weed; clean; maintain sprinkler systems and assist in the repair and installation of sprinkler lines and heads.
4. Maintain and adjust specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
5. Perform cleaning of grounds, and minor maintenance of open space structures such as restrooms, maintenance sheds, etc., by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
6. Install and maintain goal posts and nets for outside sports facilities, such as soccer, track, baseball, softball, and football.
7. Maintain proper physical and safety conditions in assigned facilities.
8. Notify the appropriate building and district personnel when emergency or unusual situations occur.
9. Perform routine maintenance and repairs as needed.
10. Be available for emergencies, or additional work, as required.
11. Maintain effective relations with building staff, students, and the public.
12. Perform other tasks and assume other responsibilities as may be assigned by the Facility Director.

TERMS OF EMPLOYMENT:

At-Will, Non-exempt. Hourly rate established by Litchfield Support Staff Bargaining Agreement

MINIMUM QUALIFICATIONS:

1. High School diploma or G.E.D. preferred.
2. Six months to one year of grounds maintenance or custodial experience, or, any combination of education and experience that demonstrates knowledge of the tasks and functions of the job.
3. Ability to work in environments with different needs, and understand and follow orders.
4. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid NH Driver’s License.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Frequently required
3. Lift 25 to 50 lbs:	Occasionally required. Assistance may be available.
4. Lift over 50 lbs:	Rarely required. Assistance may be available.
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Frequently required
7. Carry 26 to 50 lbs:	Occasionally required. Assistance may be available.
8. Carry over 50 lbs:	Rarely required. Assistance may be available.
9. Reach above shoulder height:	Occasionally required.
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering:	Frequently required
5. Controls and Equipment:	Hand and power tools, lawnmowers, tractors, power and hand snow removal equipment, ladders, motor vehicle, telephone, and computer.

Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Occasionally required
6. Crouching:	Rarely required
7. Climbing:	Rarely required
8. Balancing:	Not required

Work Surface(s):

Varies from grass, dirt, gravel, hot top, carpeting, linoleum, tile, and concrete. Wet and slippery surfaces.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8		1	<u>2</u>	3	4	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8
Walk	1	2	<u>3</u>	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8

**Work Performed: Inside: 25%
 Outside: 75%**

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Smelling required to detect odors, such as gas, electrical smoke, etc.

Other Training, Skills and Experience Requirements:

Ability to work with staff, vendors, regulatory agencies, and the community.

Summary of Occupational Exposures:

Pesticides, fertilizers, disinfectants, sanitizers, paints, oil, gasoline, other cleaning fluids. Exposure to extremes of heat, cold and wet weather conditions.

Other Considerations and Requirements:

Must be physically able, as job includes lifting and outside walking. Employee must be able to perform various tasks as required in maintaining school buildings and grounds. Employee follows a written or verbal work schedule and is typically able to work at his/her own pace.

Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. Work may be checked by senior department personnel to insure accuracy and completeness of assignments.

Positional responsibilities are in effect during spring through fall (approximately April 1 through November 15). During the winter, employee will perform custodial work at a building(s) assigned by the Business Administrator.

Satisfactory completion of a criminal background check will be required prior to employment.

Incumbent has no authority for disciplining students during school hours.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district's liability insurance carrier.