



# Longview Independent School District

## JOB DESCRIPTION GROUNDSKEEPER

<b>JOB TITLE:</b>	Groundskeeper	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Grounds Supervisor	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Maintenance	<b>PAY GRADE:</b>	Manual Trades 2

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### PRIMARY PURPOSE:

Maintain safe and attractive grounds and landscaping for the district

### QUALIFICATIONS:

#### Minimum Education/Certification:

Valid Texas driver's license

#### Special Knowledge and Skills:

- Ability to read and understand written instructions
- Ability to communicate (verbally)
- Ability to operate tractor and landscaping equipment
- Ability to operate riding or power mower, power tools, and hand tools

#### Experience:

None

### MAJOR RESPONSIBILITIES AND DUTIES:

#### Grounds and Landscaping

1. Mow and detail all district grounds, including athletic fields
2. Care for trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds
3. Plant shrubs and vegetation
4. Assist with the preparation of athletic fields for games, including chalking fields
5. Water grounds and apply fertilizer



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Grounds and Landscaping (continued)**

6. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities
7. Assist with the inspection, repair, and installation of sprinkler systems

#### **Safety**

8. Operate tools and equipment according to prescribed safety procedures
9. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately
11. Help keep vehicle, equipment, and tools in safe operating condition
12. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed

#### **Other**

13. Transport workers and equipment to work sites throughout the district
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business
17. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
18. Demonstrate regular and prompt attendance
19. Other duties as assigned



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### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Tractor and mower, riding and power mower, gas-powered weed trimmer, blower, edger, sprayer, striping machine, garden and hand tools, posthole auger, and aerator; light truck or van

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying; work outside and around moving objects or vehicles; exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises; frequent district-wide travel; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### **EVALUATION:** Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2013**