

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Grounds Maintenance Technician	Job Code: 79036
Job Classification:	15 Technicians	EEO Line: 52
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 8
Reports to:	Department Director	Salary Locator: Classified Schedule

SUMMARY:

Under direction of the Department Director, landscape and maintain grounds of all facilities using hand or power tools or equipment. Perform a variety of tasks, which may include and not be limited to, laying sod, mowing, trimming, planting, weeding, watering, fertilizing, digging, raking, sprinkler installation, and debris removal. Maintain cleanliness, order, and environmentally safe conditions of District properties.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Valid Florida Driver's License and acceptable driving record
- 3) Prior grounds keeping experience
- 4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Considerable working knowledge of motorized equipment and hand/power tools in order to perform grounds work activities
- (5) Knowledge of methods of landscaping
- (6) Knowledge of the occupational hazards and safety precautions applicable to grounds keeping and maintenance work.
- (7) Knowledge of PCSD employee policies and procedures
- (8) Knowledge of the proper use of chemicals, fertilizers and pesticides
- (9) Ability to lead, instruct and train others in the work, including the operation and proper use of equipment
- (10) Ability to communicate effectively

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Function independently, or as part of a work crew engaged in District property maintenance
- (4) Perform grounds maintenance activities including but not limited to: cutting, mowing, weeding, edging, blowing and planting foliage
- (5) Perform shrubbery and tree maintenance activities
- (6) Operate various electric, gas and manually powered tools and equipment including saws, sprayers, air compressors, mowers, blowers, weed-eaters and hedge trimmers.
- (7) Assist with other maintenance trades personnel in assigned tasks
- (8) Ensure proper cleaning and maintenance of equipment, tools, and materials utilized
- (9) Perform clean up and work site restoration activities (picking up litter, disposing waste and debris, cleaning surfaces)
- (10) Respond to and take appropriate action in the event of emergency or critical incidents to resolve, confine or otherwise prevent potentially injurious or hazardous conditions
- (11) Continue to grow professionally through collaboration with colleagues and professional growth experiences.

- (12) Perform assigned tasks in a timely and efficient manner
- (13) Perform all other non-instructional duties a requested by department director

PHYSICAL REQUIREMENTS:

Job requires the ability to work outside in all weather conditions, such as dust, noise extremes, machinery, vibrations, electric currents, strong odors and toxic/poisonous agents.

Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

August 2009

Amended: May 20, 2014