



EMPLOYEE NAME: \_\_\_\_\_

Revised: 12/88; 12/91; 8/92; 11/92; 5/93; 11/94; 2/97;  
3/04; 5/04; 4/08; 3/10; 10/12; 6/18; 2/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Groundskeeper, Head	<b>JOB CODE:</b> 456H (TRS Eligible)
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Classified Hourly
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> Annual Operational Support
<b>REPORTS TO:</b> Supervisor, Maintenance Services	<b>PAY GRADE:</b> Rank H (NW08)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Bi-Weekly
PRIMARY FUNCTION: Completes assigned grounds maintenance and associated tasks in a timely, accurate manner while providing direction and training to groundskeepers.	

### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: One year of experience in lawn care/landscaping; commercial landscaping experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances
5.	Knowledge, Skills, & Abilities: Written and oral communication; proficient in the proper and safe operation of all equipment associated with groundskeeping; leadership and organizational skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides direction to assigned Groundskeeper and accurately completes all assigned work in a timely manner.
3.	Provides feedback to Maintenance Supervisor in the event of non-performance issues.
4.	Promotes good relations and displays a positive image with customers, the public and peers.
5.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
6.	Maintains the proper parts inventory on the district vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
7.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage. Maintenance and usage should be in accordance with manufacturers and Departmental instructions.
8.	Plans, stages and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade.
9.	Initiates and completes assigned projects in a timely and accurate manner.
10.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_