

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Grounds Worker I (W80)	Job Family: 06
Department: Facility Services	Lane Placement: 3
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>7/7/15</u>
Original date: <u>11/95</u> Revised: <u>04/05</u> Revised: <u>05/10</u> Revised: <u>07/15</u>	

GENERAL FUNCTION

Under the supervision of the Director of Facility Services, coordinator and senior grounds worker, the **Facility Grounds Worker I** plants, installs, mows, trims/prunes edges and fertilizes District lawns, athletic fields, trees, shrubs and plants. Removes snow from sidewalks and parking lots. May provide direction to temporary/seasonal workers.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Perform landscaping and maintenance work for District grounds, fields and other property (e.g., plant trees, shrubs and flowers, mow lawns, dig holes, fertilize and aerate grounds, place mulch as needed, trim/prune trees and shrubs, water plants and grass, etc.) Remove and dispose of trees, shrubs, plants and grass as needed.
- Remove snow from sidewalks and parking lots.
- Install and/or repair sprinklers, fences or other equipment as needed.
- Replace playground materials as needed.
- Complete assignments in a cost efficient and timely manner.
- May locate and order parts and materials used to complete work assignments.
- Assist with moving/delivering District equipment.
- May provide day to day direction to temporary or seasonal workers.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury.
- May respond to facility emergencies. Shift work or on-call duties may be required.
- Drive and operate various facility vehicles, light trucks and trailers (e.g., industrial mowing equipment, lifts, etc.). Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Required to attend all scheduled training and departmental meetings.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Previous grounds maintenance experience preferred.
- Knowledge of District specific equipment and repair needs preferred.
- Must demonstrate competence in reading, writing and math.
- Requires strong interpersonal skills. Has some interaction with, school administrators and staff, custodians and some district administrators. Works around students in the schools.
- Requires ability to communicate clearly.
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Ladders, lifts, mowers and equipment used to, repair, construct, and perform trade related work.

Physical Requirements – Not limited to the following:

- Frequent standing and walking (up to 8 hours continuous). Occasional sitting (up to 12 hours continuous).
- Occasional lifting from floor to waist up to 80 pounds, floor to shoulder up to 65 pounds, awkward and repetitive lifting and gripping up to 90 pounds.
- Occasional climbing on equipment. Frequent continuous carrying of equipment and working in awkward positions.
- Frequent sustained bending and occasional squatting, kneeling, stooping, digging, handling items and fine motor dexterity.
- Constant hearing, near visual acuity, far visual acuity and depth perception.
- May use chemicals that are potentially hazardous.
- Activities involve outdoor work in all weather conditions.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.