

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Grounds Worker Senior (W20)	Job Family: 06
Department: Facility Services	Lane Placement: 10
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>Jenele Masten</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>05/83</u> Revised: <u>01/05</u> Revised: <u>04/10</u>	Revised: <u>07/15</u>

GENERAL FUNCTION

Under the supervision of the Director of Facility Services and coordinator, the **Facility Grounds Worker Senior** coordinates, directs and performs skilled landscaping and maintenance work for District grounds, fields and District-owned property. Incumbent organizes and coordinates the work of grounds workers. Incumbent orders materials needed, schedules the work and checks on completion.

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

ESSENTIAL FUNCTIONS

- Coordinate, direct and perform skilled landscaping and maintenance work for District grounds, fields and other property (e.g., plant trees, shrubs and flowers, mow lawns, fertilize and aerate grounds, place mulch as needed, repair sprinklers, trim trees and shrubs, water plants and grass, remove snow, etc.)
- Receive daily work assignments. Plan, organize, prioritize and direct the work of assigned grounds personnel. Organize assigned grounds crews, tools, materials and equipment to meet demands of work assignments.
- Perform specific trade work (e.g. plan landscaping layout, study architect blueprints and decide what landscaping to install).
- Perform project inspection to ensure on-time project completion, quality craftsmanship and safety standards and procedures are followed in accordance with specifications.
- Provide training to grounds employees and arrange for special equipment training.
- Provide input into employee evaluations, hiring and assist in solving personnel problems.
- Coordinate with other trades and contractors to ensure project progression and completion. Interface with vendors and contractors on system equipment, parts, etc.
- Provide input concerning equipment purchases, project labor and material costs.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury. Supervise the safe use of equipment by others, as well as the safety training of employees, including the environment in which they work.
- May respond to facility emergencies. Shift work or on-call duties may be required.
- Drive and operate various facility vehicles, heavy equipment, trucks and trailers. 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.
- Requires a minimum of six years previous work experience with demonstrated competence in grounds maintenance or related field. Completion of approved formal trade-specific program is highly preferred. Education and experience may be combined.
- Requires a valid Class B Utah Commercial driver license (CDL) with air brake endorsement.
- Job requires grounds and landscaping skills at an advanced level.
- Supervisory experience preferred. Basic computer skills required.
- Requires the ability to read schematics and blueprints.
- Requires a basic knowledge of State and city codes.
- Knowledge of District specific equipment and repair needs preferred.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators. Works around students in the schools.
- Job requires trade skills appropriate to the supervision of Journey level employees.
- Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- 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:

- Backhoe, Dump Truck and Transport, Skid Steer and Attachments
- Tractors, Deliver and Operator Lifts, Pull Trailers, Industrial Mowing Equipment
- Ladders, lifts, scaffolding, tools and equipment used to diagnose, repair, construct, and perform trade related work.
- Air Compressor and Equipment. Small and Large Hand Tools

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.