

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

GROUNDSPERSON

SALARY SCHEDULE: SSP-8

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent preferred.
- (2) Minimum of three (3) years experience working in groundskeeping, landscape maintenance and associated equipment repair/maintenance above the apprentice level.
- (1) Possess a valid State of Florida Driver's License.
- (3) Possess chemical applicator's certification or obtain with 60 days of hire.
- (4) Must pass a written test and a hands-on test administered by the Facilities Services Department, scoring no less than a numerical grade of 80 on each (persons not passing the written or hands-on test will not be interviewed).

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate and maintain groundskeeping/landscaping tools and equipment. Knowledge of and ability to maintain trees, plants and grasses associated with District properties. Knowledge in the proper use and application of fertilizers and chemicals. Knowledge of occupational hazards and precautions of the work. Ability to establish and maintain a groundskeeping and landscape maintenance program. Ability to understand and follow both oral and written directions. Ability to work as a team member. Ability to communicate with school personnel.

REPORTS TO:

Facilities Manager or Designee

JOB GOAL

To maintain the grounds for the District in a condition of operating excellence to ensure a safe environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Operate equipment such as mowers, edgers, trimmers, hedgers and sweepers.
- * (2) Maintain athletic fields by providing mowing, watering, repair, weed and pest control.
- * (3) Perform landscaping maintenance as required.
- * (4) Collect and dispose of leaves and refuse as needed.
- * (5) Maintain tools and equipment necessary to perform duties.
- * (6) Requisition materials and supplies for jobs in progress.
- * (7) Assist other tradesmen as required.
- * (8) Perform minor building and grounds maintenance duties as required.
- * (9) Carry out assignments to completion with little or no supervision.
- * (10) Maintain a courteous and professional manner.
- * (11) Maintain work area in a safe and secure manner.
- * (12) Use positive, effective interpersonal communication skills.
- * (13) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- * (14) Participate in workshops and training sessions as required.
- * (15) Follow department policies and procedures.

GROUNDSPERSON (Continued)

- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies and department policies and procedures.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(23) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to be on call around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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 Board's policy on evaluation of personnel.

Job Description Supplement No. 01***Essential Performance Responsibilities**