

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

GROUNDS HELPER

SALARY SCHEDULE: SSP-4

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent preferred.
- (2) Two (2) years experience working in grounds keeping or landscape maintenance preferred.
- (3) Ability to obtain a chemical applicator's license within 120 days of assuming this position.
- (4) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate and maintain grounds keeping/landscaping tools and equipment, to include gas powered weed eaters, edgers, shrub and tree trimmers, push mowers, large riding mowers and tractors.

Ability to work outdoors in all weather conditions.

Knowledge of and ability to maintain trees, plants and grasses associated with District properties.

Knowledge of occupational hazards and precautions of the work.

Ability to understand and follow both oral and written directions.

Ability to work effectively as part of a team.

Ability to communicate with school personnel.

REPORTS TO:

Facilities Zone 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 all school grounds by providing mowing, watering, repair, weed and pest control.
- * (3) Perform landscaping maintenance as required to include weeding of landscape beds.
- * (4) Collect and dispose of leaves and refuse as needed.
- * (5) Trim, cut, and remove brush as required.
- * (6) Pick and remove litter from campuses.
- * (7) Assist custodians at school sites to remove garbage, collect recyclables, move furniture, and other miscellaneous duties.
- * (8) Install and remove plant material and mulch.
- * (9) Maintain tools and equipment necessary to perform duties.
- * (10) Perform minor building and grounds maintenance duties as required.
- * (11) Maintain a courteous and professional manner.

GROUND HELPER (continued)

- *(12) Maintain work area in a safe and secure manner.
- *(13) Use positive, effective interpersonal communication skills.
- *(14) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(15) Participate in workshops and training as required.
- *(16) Follow department policies and procedures.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Follow all School Board policies.
- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Demonstrate support for the School District and its goals and priorities.
- *(21) Sustained focus and attention to detail for extended periods of time.
- (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