

GROUNDS WORKER I – GR 3

BASIC FUNCTION

To maintain District grounds, and to perform routine building maintenance/repair work and related tasks.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Maintain grounds in summer: mow and fertilize lawns; plant grass, flowers, shrubs, and trees; prune and fertilize trees and shrubs.
- Maintain grounds in winter: remove snow and ice from parking lots and sidewalks, using shovels, snow blowers and plows; salt and sand.
- Perform other seasonal grounds work: rake leaves, sweep sand, put protective coverings over shrubs, and the like.
- Pick up trash around buildings and dorms and empty trashcans.
- Move furniture (relocate offices, set up furniture in dorms, etc.)
- Assist with basic construction tasks related to grounds maintenance (ditch digging, cement work, laying tar and asphalt, fence installation, etc.)
- Carry out other special work orders (deliveries, pick-ups, facility set-ups/tear-downs for special events, and the like.)
- Perform a variety of routine building maintenance and repair tasks, such as interior and exterior painting; window replacement; bulb replacement; preventive maintenance on heating fixtures; and the like.
- Maintain tools and equipment used in groundwork.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Direct supervision is received from the supervisor or other senior staff member.

MINIMUM QUALIFICATIONS

High school education desirable, plus one to two years of formal or informal experience in building and grounds maintenance, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Basic knowledge and skills related to the care and maintenance of lawns, flower, trees, and shrubs. Some basic trades skills and mechanical ability.
- Familiarity with hand tools and power equipment used in grounds work and building maintenance. Experience in operating heavy equipment desirable.
- Familiarity with basic construction methods helpful.
- Physical ability to do assigned job duties.
- Valid driver’s license may be required.

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This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.