



## Littleton Elementary School District Position Description

**TITLE: Groundskeeper**

**CLASSIFICATION: Non-Exempt**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To perform semiskilled general labor, maintenance, repair and upkeep work on the District grounds and landscaping, in accordance with all safety regulations and procedures.

**PRINCIPAL DUTIES: (essential functions)**

- Working independently, performs specialized equipment operation and manual labor grounds and landscape maintenance tasks at District facilities.
- Performs a variety of grounds and landscaping management activities, including fertilizing, weed control, mowing, seeding, planting, and watering procedures.
- Cleans up trash and debris; prunes and trims trees and shrubs; inspects landscaped areas; loads and hauls materials.
- Assists in the maintenance and repair of irrigation systems and sprinklers; sweeps and cleans grounds, landscaping and adjacent areas.
- Operates a variety of trucks and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair.
- Inspects and maintains assigned vehicles, equipment and hand tools for proper operating condition; completes minor repairs and adjustments on equipment as needed.
- Controls ongoing work projects to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
- Responds as required to perform emergency cleaning work.
- Performs minor semi-skilled and unskilled building and grounds maintenance and repair projects as assigned.
- Completes required daily logs and reports.
- Recognizes and reports unsafe conditions.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.  
Knowledge of the tools and equipment used in landscaping and grounds maintenance.  
Knowledge of the operation, maintenance and repair of equipment and vehicles.  
Knowledge of Federal and state safety rules and regulations.  
Knowledge of occupational hazards and safety precautions.

Skill in working independently to complete daily activities according to work schedule.  
Skill in following and maintaining safety standards.  
Skill in the use of power and hand tools.  
Skill in performing basic gardening and landscaping tasks.  
Skill in safely operating and maintaining specialized vehicles, grounds maintenance equipment and tools.  
Skill in interpreting and applying verbal and written instructions and procedures.  
Skill in establishing and maintaining effective relationships with co-workers and others.

**PHYSICAL REQUIREMENTS:** Moderate physical demands; work is performed outdoors in all weather conditions, with exposure to hazardous equipment; requires constant physical efforts, and ability to lift and move items weighing up to fifty (50) pounds.

**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalent; AND one (1) year of landscaping equipment operations experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

**REQUIRED LICENSE/CERTIFICATION:** Valid State of Arizona Commercial Driver’s License.  
This is a safety sensitive position subject to drug and alcohol testing according to District policy.

**TERMS OF EMPLOYMENT:** Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed to and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_