



Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

Job Title: Groundskeeper

Supervisor: Manager of Grounds and Facilities

FLSA Status: Nonexempt

Summary: Performs variety of semi-skilled duties in the maintenance, construction and repair of buildings, equipment and grounds.

Essential Duties and Responsibilities:

- Performs routine maintenance work such as installing recreational equipment and fences, digging ditches, laying pipe, moving bleachers and hauling trash.
- Performs grounds work including but not limited to tilling, seeding, fertilizing, pruning, trimming, installing and repairing sprinkler systems, etc.
- Operates power-driven mowers, gas/diesel powered equipment.
- Builds forms, mixes and pours concrete.
- Lays, levels and finishes black top for driveways, parking areas, etc.
- Applies pesticides.
- Loads and delivers materials as required.
- Performs minor maintenance and repairs to equipment.
- Helps skilled workers performing plumbing, painting, electrical, carpentry, construction and/or repair work.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Other related duties may be assigned.

Marginal Duties and Responsibilities:

- Lays out and stripes all athletic fields.
- Installs and repairs backflow devices.
- Purchases appropriate pesticides as license permits.
- Coordinates summer employees.

Supervisory Responsibilities:

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or General Education Diploma (GED); or one to three months related experience and/or training or equivalent combination of education and experience.

Interpersonal Skills: Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

Language Skills: Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present verbal information in one-on-one and small group situations to students, parents and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figure and amounts such as proportions, percentages, area, circumference and volume.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: General knowledge of computer usage and ability to use e-mail..

Certificates, Licenses, Registrations: As determined by the District including valid Oregon driver's license. Must achieve backflow tester certification and pesticide application certification within one year of completion of probationary period. Once achieved the certifications must be maintained during the employment period.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use of hands for repetitive motions and fine manipulation.
- Standing/Walking: Regularly
- Stoop, Kneel, Crouch, Crawl, Climbing Stairs, Ladders: Frequently
- Demonstrate strength and dexterity to operate hand and power tools.
- Lifting/carrying: 25 to 50 lbs., occasionally 100 lbs. or more
- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Speaking clearly enough to be able to be understood by others.
- Identifying and understanding the speech of another person.
- Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust. Occasionally the employee is required to work in high, precarious places and around moving parts. While performing the duties of this job, the employee is exposed to fumes or airborne particles and toxic or caustic chemicals. The employee may be exposed to vibrations due to mechanical equipment.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: _____

Date: _____