

### Lead Groundskeeper

#### Purpose Statement

The job of Lead Groundskeeper is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to Director of Maintenance and Operations

#### Essential Functions

- Assists in the application of chemicals for the purpose of controlling insects and weeds in accordance with established procedures.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, parking lots, etc.) for the purpose of preventing flooding and removing hazards.
- Maintains job related grounds keeping equipment for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Manages and schedules the ground crew in summer for the purpose of ensuring grounds are kept in an appealing manner.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Repairs irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 20% walking, and 75% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Pesticide Applicator License

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/25/2018

**Salary Grade**

M