



## Groundskeeper Job Description

---

**Job Title:** Groundskeeper

**Reports to:** Grounds Supervisor/Director of Facility Services

**Dept./School:** Facility Services/Maintenance

### **Primary Purpose:**

Maintain safe and attractive grounds and landscaping for the district.

### **Qualifications:**

#### **Education/Certification:**

Valid Texas driver's license

#### **Special Knowledge/Skills:**

Ability to read and understand written instructions

Ability to communicate (verbally)

Ability to operate tractor and landscaping equipment

Ability to operate riding or power mower, power tools, and hand tools

#### **Experience:**

None

### **Major Responsibilities and Duties:**

#### **Grounds and Landscaping**

1. Mow and detail all district grounds, including athletic fields.
2. Care for trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
3. Plant shrubs and vegetation.
4. Assist with the preparation of athletic fields for games, including chalking fields.
5. Water grounds and apply fertilizer.
6. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.
7. Assist with the inspection, repair, and installation of sprinkler systems.

#### **Safety**

8. Operate tools and equipment according to prescribed safety procedures.
9. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.



## Groundskeeper Job Description

---

10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
11. Help keep vehicle, equipment, and tools in safe operating condition.
12. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.

### Other

13. Transport workers and equipment to work sites throughout the district.

### Other Duties as Assigned

14. Other duties could include working in other areas of the maintenance department to provide support during absences or shortage of staff in other trades or to perform duties associated with light construction projects.
15. Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Facility Services Department.

### Supervisory Responsibilities:

None.

### Equipment Used:

Tractor and mower, riding and power mower, gas-powered weed trimmer, blower, edger, sprayer, striping machine, garden and hand tools, posthole auger, aerator. Light truck or van.

### Working Conditions:

#### **Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work outside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises. Frequent districtwide travel.

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_