

LAKEVILLE AREA PUBLIC SCHOOLS

POSITION DESCRIPTION

POSITION TITLE:	Groundsperson – Floater	LOCATOR: (Office Use Only)	District Wide
DEPARTMENT/BUILDING:	District Wide	POSITION CLASSIFICATION:	Per Contract
TITLE OF IMMEDIATE SUPERVISOR:	Assistant Director of Facilities & Plant Planning	BARGAINING UNIT:	Local 284

POSITION SUMMARY:

The purpose of this position is to perform general grounds keeping, maintenance and cleaning of school facilities of all school sites to provide clean and well maintained sites and schools for students, staff, parents, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Maintains and cares for district property, including regular mowing, garbage removal, etc., to present an attractive and welcoming environment.
2. Prepares sports turf and game fields. Grooms, lies out, and lines fields as established by the Head Groundskeeper, High School Groundskeeper, and Activities Director.
3. Provides maintenance of paved areas, tracks, tennis courts, and parking lots. Paints curbs and stripes parking lots/drives.
4. Performs landscaping work, including mulching and sodding of areas.
5. Performs turf care, including seeding, aeration, and occasional application of weed spray and fertilizer.
6. Clears brush and trims trees, as needed.
7. Conducts routine repair and maintenance of district equipment and vehicles.
8. Performs preventative maintenance and regular service of equipment.
9. Plows snow and removes ice from sidewalks and parking lots.
10. Provides district grounds trash removal.
11. Move furniture and equipment from building to building, as needed.
12. As assigned by the Head Groundskeeper, provides courier service, which includes:
 - Daily delivery of intra-campus mail on a scheduled route,
 - Collection of food service and activity money at each site and returning the money to the District Office for processing,
 - Delivery of lunch to the Area Learning Center
13. Assumes responsibility for the overall cleanliness and minor building maintenance of a school.
14. Depending on shift assigned, opens and readies the building in the morning or closes and secures the building at night.
15. Performs routine grounds work around the building perimeter including but not limited to: snow and weed removal.
16. Complies with health and safety mandates, including OSHA standards.
17. Attends job related and/or mandatory workshops and training programs.
18. Follows protocol and participates in routine safety and security drills.

19. Other duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

1. Knowledge of effective and safe operation of grounds keeping equipment.
2. Extensive experience and knowledge of landscaping, including design, planting and tree and shrub care.
3. Basic knowledge of commercial irrigation.
4. Ability to operate field mowers, tree trimmers, line striping equipment, and curb painters.
5. Knowledge of field sports and game striping.
6. Knowledge of small engine equipment (snow blowers, sweepers, mowers) and the basic ability to repair and maintain them.
7. Knowledge of commercial cleaning chemicals, procedures and equipment.
8. Ability to operate commercial cleaning equipment including, but not limited to: backpack vacuums, walk behinds and riding sweepers, floor scrubbers, carpet shampoos, and various hand tools.
9. Ability to follow operational cleaning procedures.
10. Ability and willingness to climb an 8-foot ladder and/or up to a height of 12-feet.
11. Basic knowledge of building materials, components, and infrastructure.
12. Ability to accurately log time worked, including sick and vacation days, in the district's online system.
13. Ability to follow established safety procedures at all times.
14. Ability to adequately communicate verbally and in writing.
15. Ability to work both independently and in a team environment.
16. Ability to maintain effective working relationships with students, staff, parents, community and other colleagues.
17. Ability to contribute to and be part of a team-centered, professional, custodial atmosphere that supports the academic mission of the district.

MINIMUM QUALIFICATIONS (Specific training or job experience required before appointment):

1. High School diploma or equivalent.
2. Valid Minnesota Class D driver's license, or equivalent, with no suspensions or revocations within the last five years.
3. Basic computer skills.
4. Physical ability and stamina to meet the below physical requirements on a daily basis in order to perform heavy manual work in grounds keeping and manual work in routine housekeeping and domestic tasks.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell		X		
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

DATE: 5/19/2015

REVISED: 11/4/2016, 1/27/17, 01/21/2022