



GROUNDSKEEPER

Qualifications:

1. High School Graduate
2. Possess Valid New Jersey Driver's License
3. Minimum of three years of Grounds keeping experience
4. Ability to follow schedule
5. Be physically able to complete assigned duties
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Buildings and Grounds Facilities Manager

Job Goal: To provide a high standard of cleanliness and neatness to all assigned areas of buildings and grounds

Duties and Responsibilities:

1. Safety
 - a. Police area around buildings (pick up bottles, cans, broken glass, paper, etc.)
 - b. Report any unsafe condition (broken tree limbs, lights, fencing, bleachers, etc.)
 - c. Never leave working equipment unattended or obstructing walkways when school is in session
 - d. Store all flammables in a safe and locked place
2. Equipment
 - a. Before using motorized equipment, check it for safety
 - b. Operate all motorized equipment in a safe manner and without abuse
 - c. Care for equipment by wiping off when wet or in the case of oil or gas spillage or leakage
 - d. Follow maintenance schedule for servicing
 - e. Wear proper safety equipment for protection of eyes and from noise
3. Report in writing all vandalism of any nature
4. Mowing
 - a. Cut grass areas as per schedule
 - b. Do not leave dead cuttings; sweep immediately
 - c. Operate equipment at a safe speed
 - d. Check out area if grass is being torn rather than cut or if it is being skipped
 - e. Cross cut areas when evenly cut
 - f. Report in writing the condition of the cut area (bare spots, grass dying, watering, etc.)
5. Manicuring
 - a. Attend to building areas after cutting (edge walkways and sidewalks)
 - b. Maintain all walkways and curbs free of grass

- c. Trim and weed all low shrubs
 - d. Sweep all walkways and sidewalks with sweeper
 - e. Trim around shrubs, trees, benches, etc.
 - f. Remove all trash
- 6. Maintain all assigned cleaning areas such as flower beds, sports fields, fence lines, and playgrounds
 - 7. Be responsible for snow plowing and clearing
 - 8. Be responsible to the Director of Facilities for all actions during daily work performance, schedules, safety, and emergency
 - 9. Snow Removal
 - 10. Perform other duties within the scope of employment and certification as assigned by the Appropriate administrator.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Approved: August 13, 2001
Amended: June 17, 2014
Amended: December 18, 2018

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