

Williams Bay School District

Position Title: 1st Shift District Groundskeeper

Reports to: Director of Buildings and Grounds

Job Goal:

Maintain all grounds and exterior spaces on campus including lawns, natural prairies, retention ponds, and flower beds. Maintain athletic fields to WIAA standards. The District Groundskeeper also assists in snow removal and salting when not maintaining grounds.

Required Qualifications:

- High school diploma
- Job related training or skills
- Athletic Field maintenance training and experience required.
- Medium and Heavy Equipment Experience
- Cheetah Pro Herbicide Experience Preferred
- Good communication skills
- Ability to assume responsibility, display initiative, and exercise good judgment.

Additional Required Skills:

- Demonstrates ethical conduct and confidentiality in all aspects of the work environment.
- Demonstrates basic computer skills and knowledge.
- Demonstrates exceptional customer service skills and ability to work efficiently with other people.
- Demonstrates the capability to lift a minimum of 65 lbs. and climb ladders.
- Understands and maintains building systems.
- Identifies needed action without continual direction with excellent organizational skills.
- Assumes responsibility for continual professional growth.
- Assumes responsibility for personal work ethic.

General Responsibilities:

Essential Functions

- Operate lawn mowing equipment, maintain trees, shrubbery, beds, control weeds, leaves, and beautify grounds.
- Maintain Athletic fields including Mowing, Aerating, Fertilizing, and rolling to provide high quality athletic facilities.
- Clean up athletic facilities and empty trash after athletic events.
- Operate snow removal equipment including plow truck, skid steer, tractors, salting equipment, snowblowers, shovels.
- Maintains exterior appearance of buildings by picking up trash, pulling, weeds, and emptying exterior garbage cans daily.
- Maintain fences, fence lines, and property borders.
- Assist with the preparation, setup, and breakdown of activities equipment and security.
- Maintain and repair District machinery.
- Maintain and repair athletic field equipment.
- Maintain tools and keep inventory.
- Assist Director of Buildings and Grounds in executing a preventive maintenance program.
- Regularly load, lift, or unload supplies, materials, and equipment from 50-75 lbs.
- Maintain confidentiality regarding students, student records, parents, staff, and any other school-related issues.
- Performs such other tasks as assigned by administration.

Community Liaison

- Assists in building and maintaining community outreach programs in accordance with building goals and visions, as well as district goals and visions.
- Always promote a positive image of the District.
- Performs such other tasks as assigned by administration.

Physical Demands and Work Environment:

The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Employee has frequent contact with students and members of the community. While performing the responsibilities of this position, the employee is regularly required to engage in conversation and is required to utilize communication skills, such as speaking and listening. Specific vision abilities required for this job include close vision, color vision, and ability to adjust focus. Essential functions require a high level of concentration and attention to detail.

The physical demands and work environment characteristics described above and within the job description 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.

Terms of Employment:

At will employee. Compensation, employment responsibilities and hours are to be arranged by the District Administrator or Director of Buildings and Ground and as determined by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation:

Performance of this job will be evaluated annually following provisions of the Board of Education's policy on evaluation of support personnel.

Description Purpose:

This description documents the general nature and level of responsibility associated with the position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of the employee. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

APPROVED: January 25, 2021