



Groundskeeper

Community High School District 155

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Closing Date:
Salary: beginning at \$19.51/hour

Description:

Cary-Grove High School, within Community High School District 155, has an opening for a groundskeeper. This is 12 month, 8-hour/day position. Placement on the salary schedule will be in accordance with the 2023-2028 CHSS Negotiation Agreement. Please review the general job description below.

Classification: 12-month Grounds/Custodian; Custodial Level 3

General Description: To perform grounds maintenance and field preparation on the school campus to maintain safe, clean, and orderly facilities. Must have the ability to use and maintain equipment and machines. Will perform custodial duties when weather conditions prohibit outdoor work.

Supervisor: Building Operations Supervisor and District Groundskeeper

Evaluation:

Members of the support staff are formally evaluated annually as Commendable, Proficient, Progressing, or Unsatisfactory in each of the following categories: 1) Quality of Work, 2) Productivity, 3) Safety & Cleanliness/Safety & Knowledge of Skills, 4) Service.

Minimum Entry Requirements:

- Ability to work effectively with staff, students, parents, and administrators
- Demonstrates pride in the district, school, students, co-workers, and own job
- Competent in cleaning, floor refinishing, and technological skills
- Ability to prioritize and problem-solve complex tasks
- Ability to perform the grounds tasks appropriate for the position
- Ability to perform the custodial tasks appropriate for the position
- Skill in interpersonal relations and the ability to maintain confidentiality
- Ability to conduct and maintain a professional demeanor
- Multitask-oriented with the ability to work independently or as part of a team to complete tasks
- Physically capable of performing the appropriate duties associated with the position with or without accommodations

- Able to work 8 hours a day

Essential Functions of the Job:

- Perform grounds functions throughout any D155 property
- Perform cleaning functions throughout school facilities
- Perform snow removal and operate cleaning machinery
- Assist with the maintenance and repairs of grounds and custodial equipment
- Assist in minor repairs and filter changes
- Perform tasks as assigned by the Building Operations Supervisor or the District Groundskeeper

Illustration of Responsibilities and Duties

The following is a list of responsibilities and typical duties that fall under those responsibilities. The list is general in nature and is meant to illustrate many of the things that are done by the combined efforts of all the grounds and custodial staff in the school district. Each school assigns responsibilities and duties according to what the attendance center needs to do at a particular time or circumstance.

There may be items not on this list that are related to the functions of the job that a 12-month grounds/custodian may be expected to do. The typical duties will vary according to the specific position in the particular building or office, and each building or office may have a more specific description of behaviors applicable to that setting.

Pertaining to Grounds Duties:

- Maintain the district grounds in a manner that will project a positive aesthetic image to the community.
- Ensure the district grounds are a safe and clean environment.
- Follow written work schedules as approved by the Supervisor(s) and/or his/her designee.
- Use proper safety precautions in the daily performance of tasks.
- Schedule grounds activities so that they do not interfere with any curricular or extracurricular activities.
- Perform landscape maintenance in the district's planted areas: weeding, pruning, and caring for trees, shrubs, flowers, ground cover, and mulch areas.
- Perform mowing of the district's grass and field areas according to mow schedule, event and/or field needs, and height requirements.
- Perform athletic field lining according to state requirements and standards, as well as athletic department schedules to ensure school needs are met.
- Operate, monitor, and maintain any sprinkler or irrigation systems. Identify and report non-operation or damage to supervisor(s).
- Operate, clean, and perform routine maintenance on a wide variety of landscaping equipment, including but not limited to pickup trucks, dump trucks, tractors, loaders, chainsaws, edgers, trimmers, sod cutters, pruners, riding and push mowers, and spraying equipment.
- Assume responsibility for the proper use and caretaking of all grounds supplies and equipment; maintain a system of stock control of all supplies.
- Perform herbicide and pesticide applications to outside areas in accordance with District 155 policy and procedures, and federal and state regulations.
- Maintain preventive maintenance logs and other records as required, including herbicide application logs and records.
- Properly drag, rake, line, and replenish materials to maintain infield skinned areas, warning tracks, pitching mounds, and batting areas for baseball/softball fields.

- Properly maintain and install district fencing, fence capping, gates, netting, and screenings. - Assist with snow plowing, shoveling, blowing, and salting within the entire district. In addition, monitor and maintain areas in snowy and icy conditions.
- Perform hole and crack repairs to parking lots, sidewalks, and play surfaces, and perform striping of parking lanes, curbs, and specialty zones as required.
- Maintain exterior signage according to District 155 policy and procedures, and with the Department of Transportation.
- Transport furniture and equipment between schools for activities as directed by Supervisor(s).
- Guard property against fire, theft, and illegal entry.
- Inform the Building Operations Supervisor and/or District Groundskeeper of incidents requiring action and follow up with him/her when such problems have or have not been satisfactorily completed.
- Perform other tasks and responsibilities assigned by Supervisor(s).

Pertaining to Custodial Duties:

- Make minor maintenance repairs which may include replacing lights and receptacle covers; repairing broken desks and chairs; replacing and/or repairing door parts, and pencil sharpeners; and installing overhead screens.
- Change air filters; clear clogged drains and commodes; vacuum water from floors due to pipe or roof leaks; replace ceiling tiles; repair power cords; replace tissue holders, window shades, broken windows, etc.
- Provide assistance with outside cleaning chores, which include sweeping sidewalks and/or parking areas, picking up trash, snow removal, etc.
- Clean classrooms, restrooms, offices, corridors, walls, and windows daily, or as scheduled; sweep, mop, vacuum, and/or wax floors.
- Operate various types of equipment and machinery which include water vacuum, band trucks, vacuum cleaners, carpet shampoo machines, floor buffer/polisher, steam cleaners, washing machines, dryers, etc. Make repairs as needed.
- Assist in providing summer cleaning of buildings which includes lifting and removing furniture from school rooms; cleaning floors and blinds; washing walls, doors, furniture, etc.
- May be required to lock and/or unlock doors at the appropriate times daily.
- Remove debris from buildings each day.
- Perform other tasks and responsibilities assigned by Supervisor(s).

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described below are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is frequently required to sit and stand for prolonged periods of time, to use his/her hands to type, handle, or feel; to talk; and to hear. The employee must be physically capable of bending, reaching, and lifting loads up to 35 lbs. As a result, the employee's physical presence is required.