

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

March 2018

SECTION I: GENERAL INFORMATION

Position Title: District Assistant Groundskeeper/Floating Substitute	Department: Building & Grounds
Immediate Supervisor's Position Title: District Grounds Coordinator / or Head Custodian / or Director of Buildings and Grounds, depending on assignment	FLSA Status: Non-exempt
Band/Grade/Subgrade: C-4-3	Bargaining Unit: Grounds, Maintenance & Electrical Employees
Job Summary: Under the direction and guidance of the District Grounds Coordinator, Head Custodian or Director of Buildings and Grounds, depending on assignment, the District Floating Substitute provides support in the absence of Head Custodians and performs ongoing duties in the for the preparation and maintenance of all school grounds, facilities, fields and ground equipment and building custodial support in the Northfield Public School District. This classification also is engaged in assisting with district maintenance and electrical repairs, snow removal, lawn care, landscaping, fencing, erection of outdoor structures such as storage sheds and custodial duties.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Maintains sporting fields for school grounds department.
Percent of Time:	20	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Assists in layout and marking fields for sporting events including football, baseball, softball and soccer fields. • Provides custodial services after sporting events and cleans up field, spectator and concession areas. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Provides snow removal on school property including sidewalks, parking lots and sporting fields in the Northfield School District.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Operates snow removal equipment and vehicles, including pay loaders, trucks and smaller machines. • Operates sanding equipment and vehicles. • Applies materials used to treat slippery conditions on sidewalks and parking lots. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Provides lawn and landscape services for school grounds department.
Percent of Time:	30	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Operates lawn mowers and cuts grass. • Trims trees and shrubs. • Oversees work assignments and activities performed by seasonal staff. • Assists Grounds Coordinator in maintaining and repairing irrigation systems. • Assists Grounds Coordinator in performing turf management/restoration projects. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Provides services and support in the absence of school building head custodians.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Cleans carpets. • Delivers and distributes equipment between school buildings including furniture, band equipment, and cafeteria supplies. • Oversees work assignments and activities performed by seasonal staff. • Oversees any activity set-up or tear-down activities. • Assists staff in the performance of cleaning and maintenance activities. • Monitors boiler operations. • Implements or assists in electrical or plumbing repairs. • Assists with building offices and hanging suspended ceilings. • Provides assistance with remodeling exterior structures such as garages. • Assists with demolition of existing exterior structures such as buildings and bleachers. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Maintains parking lots for school buildings.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Paints curbs and stripes parking lots. • Removes sand accumulated during the winter from parking lots. 		

Duty/Responsibility No:	6	Statement of duty/responsibility: Maintains and repairs mechanical equipment used in performance of the job.
Percent of Time:	10	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Collaborates with District Grounds Coordinator to schedule and perform routine maintenance on equipment such as lawn mowers, snow blowers and machines with small engines. • Sharpens lawn mower blades. • Performs skilled repairs snow removal and other grounds keeping equipment. • Assists District Maintenance Coordinator and District Electrician as needed. 		

Duty/Responsibility No:	7	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma		Associate's Degree, two-year college/technical school certification, degree, or a comparable level of experience.		
High school diploma or GED.		Major field of study or degree emphasis:		
1 year college	X			2 years college
3 years college				4 years college
1st year graduate level				
2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of department policies, procedures, and guidelines. • Knowledge of hand, power, and diagnostic tools applicable to trade. • Knowledge of operation of all equipment and vehicles required in performance of the job. • Knowledge of lawn and landscaping care concepts and procedures. • Knowledge of sports field maintenance and care techniques and methods. • Knowledge of snow plowing and sanding techniques and equipment. • Knowledge of carpet care. • Knowledge of chemicals required to clean carpets and equipment and their proper use and storage. • Knowledge of all safety precautions applicable to trade. • Knowledge of preventive maintenance practices. • Knowledge of general practices and fundamentals of maintenance and repair issues involving HVAC operation, mechanical, electrical, plumbing, steam, air system, carpentry and/or masonry. 		
Doctorate level				
Required Work Experience in Addition to Formal Education/Training: At least one to three years of prior related work experience is needed to gain entry into the job.				
Required Supervisory Experience:				

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: “Special” Boilers License, Commercial Drivers License, Registered-unlicensed Electrician license.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel. • Planning, prioritizing, and organizing tasks and functions. • Ability to assist in leading or supervising summer seasonal staff. • Ability to work independently with minimal supervision. • Ability to use hand and power tools applicable to trade. • Ability to use appropriate tools and diagnostic equipment to test, repair, or replace equipment and recommend replacement of vehicles. • Ability to operate equipment used in lawn care including lawn mowers and all other equipment and vehicles necessary in performance of the job. • Ability to operate equipment used in snow removal including snow blowers, snow plows and sanding vehicles. • Ability to mark and maintain sporting fields. • Ability to recognize when to sharpen blades on equipment used in performance of the job. • Ability to operate all vehicles used in performance of the job including trucks, tractors, snow removal and sanding vehicles. • Ability to read, understand, follow and enforce safety procedures. • Performing general maintenance and repair activities involving some carpentry, masonry, painting, plumbing, mechanical, HVAC, and electrical activities. • Conducting and performing custodial and janitorial duties and responsibilities...
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Custodial staff in buildings when substituting for the head custodians and seasonal staff in the absence of or when instructed to do so by the District Grounds Coordinator	Total: 5

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p>Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used to clean equipment and carpets pose potential risks for inhalation of fumes, chemical burns and skin absorption. There are dangers inherent in driving and operating large vehicles such as snow removal equipment and associated gas and exhaust fumes. Paint fumes and dusts generated in performance of the job are risks. Electrical shock is a potential risk involved in working with electronic equipment such as tools.</p> <p>The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of</p>
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protective equipment in accordance with training, risk management and department procedures.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
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 & 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			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

Reclassified from Auxiliary/Floating Substitute, April 2017

Reviewed in March of 2018