

POSITION DESCRIPTION ELK RIVER AREA SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Summer Grounds Worker (Seasonal, Temporary)	Department: Buildings and Grounds
Immediate Supervisor's Position Title: Head Grounds Keeper	FLSA Status: Non-Exempt
Band/Grade/Subgrade: N/A	Bargaining Unit: N/A

Job Summary:

Essential responsibilities include the care and maintenance of the school district's lawns and fields. This includes various properties, district wide, and ensuring they are kept well maintained and well manicured. Other job duties include operating and maintaining equipment and performing general custodial work, and all other duties as assigned.

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Maintenance of school building lawns and fields.
Percent of Time: 50%		
Cutting grass, picking up trash, lining ball fields and maintaining them in high aesthetic condition.		

Duty/Responsibility No:	2	Statement of duty/responsibility: Operate and maintain grounds equipment.
Percent of Time: 40%		
Equipment includes lawnmowers, field liners, tractors, field drags, weed whips and irrigation systems.		

Duty/Responsibility No:	3	Statement of duty/responsibility: Occasional work inside the school buildings.
Percent of Time: 10%		
Performing general custodial work.		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

Minumum Qualifications:	
<ul style="list-style-type: none"> • 18 years of age or older • Valid MN Class C Driver’s License • DMV Driving Record and Background Check • Pre-work Screen 	<ul style="list-style-type: none"> • Experience with operating and maintaining landscape or other applicable maintenance equipment, preferred • Experience performing general grounds and landscape maintenance of outdoor areas, preferred

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/Pushing/Pulling				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:

Non-sedentary work: Exerting up to 50 pounds of force regularly or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Environmental Conditions

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Work outdoors (no effective protection from weather)				x
Walk on uneven ground (gravel, rocks, mounds)				x
Working around moving machinery (mowers, tractors, etc.)				x

Protective equipment supplied (earplugs, protective eyewear, shoes, etc.)

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

Daniel Kretsinger

Department Head's Signature

5/7/14

Date

Human Resource's Signature

Date

Classification History:

Date Board Adopted: