

**INDEPENDENT SCHOOL DISTRICT 728**  
**ELK RIVER, MINNESOTA**  
**JOB DESCRIPTION**

JOB TITLE: Head Groundsperson

CLASSIFICATION: Custodian

REPORTS TO: Manager of Facilities or  
Supervisor of Buildings and Grounds

DATE REVISED: April 2015

PURPOSE: The Head Groundsperson assists in providing neat, clean, safe, and attractive grounds, through oral and/or written instructions by the Manager of Facilities or Supervisor of Buildings and Grounds. The Head Groundskeeper will supervise, direct, and assign duty hours to regular employees and additional part-time, temporary, seasonal, student employees and contractors assigned to the department.

DUTIES AND RESPONSIBILITIES:

1. Perform all duties normally associated with the position of Groundsperson such as lawn maintenance, equipment operation and maintenance, or other playground area maintenance, including raking, mowing, sweeping, cleaning, re-sodding, fertilizing, painting, snow or trash removal to ensure a safe, clean, and attractive environment.
2. Observe and report hazards; correct as required to ensure safety.
3. Assist in the placement of athletic equipment for activities as well as the removal and storage of such equipment.
4. Prune, trim, shape, fertilize and plant shrubs, trees, or other decorative plants in order to maintain landscapes.
5. Responsible for the operation, cleaning and maintenance of unique equipment and/or systems such as but not limited to boilers, cooling towers, geo-thermal systems, heat pump systems, irrigation systems, septic or sewer systems, swimming pools, water chiller systems, wells, etc.
6. Determine, prioritize, and schedule tasks for employees so that essential work is completed in a timely, efficient manner.
7. Supervise, direct and assign duty hours to regular employees and additional part-time, temporary, seasonal, student employees and contractors
8. Maintain inventories of shop supplies and turf care products and participate in selection and purchase of equipment and supplies.
9. Maintain preventative maintenance records in order to assure custodial and grounds equipment are operable.  
Perform preventative and reactive maintenance and repair tasks in school facilities during non-peak grounds periods.
10. Respond to and act on repair, transportation, and custodial requests by other District departments.
11. Responsible for all maintenance, repair, and operation of wells and irrigation systems throughout the School District.
12. Ensure that all field set-ups are completed accurately and on schedule
13. Coordinate all outside activities with municipalities, Community Education, Activities, Athletics and Physical Education departments.
14. Drive, Load, Maintain commercial class A combination vehicles within federal motor carrier safety regulations and laws.
15. Oversee contracted labor – irrigation, mowing, snow plowing, fertilizing, weed control etc.

16. Direct snow removal operations. Approve emergency call-ins.
17. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree, GED or equivalent.
2. Posses and maintain valid driver's license, with class stipulated by the School District.
3. Posses and maintain valid appropriate certifications and licenses, as stipulated by the School District and/or local, state or federal regulatory agencies, in order to maintain and operate building equipment and/or systems.
4. Able to read, understand and write instructions associated with the equipment and supplies used and prepare reports required of the position.
5. Ability to work outside or inside in all weather conditions.
6. Must be a self-starter and able to produce work with minimum supervision.
7. Must be willing and able to work hours other than the regular shift as needed including overtime assigned to the employee, such as weekends, holidays, boiler checks, Community Education programs, etc.
8. Regularly able to lift objects in excess of fifty (50) pounds.
9. Ability to climb ladders or other climbing apparatus to a minimum height of twelve (12) feet.
10. No allergies to chemicals.
11. Pass physical examination, if required.
12. Able to operate light and heavy equipment, including commercial mowers, skid steers, loaders, plows.
13. Ability to give work direction.
14. Three (3) years experience as a Lead Groundsperson, desirable.
15. Working knowledge of all aspects of turf care.
16. Ability to repair/maintain small mechanical engines.
17. Have full knowledge and understanding of Department of Transportation (DOT) inspections and Department of Transportation (DOT) certifications.
18. Have knowledge and experience welding and machining/fabricating.
19. Three years experience in a supervisory role, desirable.
20. Knowledge of commercial irrigation systems preferred.
21. Computer literacy desirable, i.e., e-mail, word, excel, internet.
22. Excellent communication skills.