

Grounds & Heavy Equipment Operator

Purpose Statement

The job of Grounds & Heavy Equipment Operator is done for the purpose/s of maintaining an attractive and safe grounds area/s and athletic fields; protecting against erosion; maintaining grounds for assemblies and/or recreational activities (e.g. track, football, etc.); applying pesticides; repairing cement and blacktop; and ensuring assignments are completed in a safe and timely manner.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Foreman - Roof and Grounds

Essential Functions

- Applies pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- Assists in grounds landscape and grounds renovations for the purpose of maintaining these areas aesthetics and functionality.
- Assists in development of bid specifications for the purpose of determining what type of materials are required for a project and the cost associated.
- Coordinates with Head Custodian and other site administrators for the purpose of adjusting irrigation schedules, spraying schedules, and field preparation.
- Evaluates landscaped areas, equipment, sprinkler systems and grounds (e.g. fields, parking areas, etc.) for the purpose of identifying repairs and/or replacement needs, maintain schedules and preventing erosion.
- Inspects sprinkling systems and fences for the purpose of ensuring safety, identifying necessary repairs and providing an ongoing program of preventative maintenance.
- Installs small sections and areas of concrete and asphalt (e.g. pads, sidewalks, driveways, etc.) for the purpose of maintaining safe and attractive grounds.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Operates and maintains heavy equipment (e.g. trucks, tractors, mowers, back hoe, ditch witch, etc.) for the purpose of maintaining District grounds.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Prepares grounds and athletic fields (e.g. ball fields, courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for athletic events and/or recreational activities.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently and within budgetary limits.

- Removes snow and spreads salt for the purpose of ensuring parking lots and sidewalks are safe for vehicles and people.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance and roofing including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; different pesticides and how to apply them correctly.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Valid Driver's License & Evidence of
Insurability
CDL

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt