

Laramie County School District #2

Title: Groundskeeper

Purpose Statement: To provide a clean, attractive, and safe campus.

Qualifications:

1. Adhere to standard safety practices.
2. Have sufficient physical stamina to lift, carry, or move items up to 75 pounds as required to carry out the duties of the job, and have knowledge of appropriate methods of lifting and handling heavier objects.
3. Be willing and able to operate and service a variety of equipment, and adhere to operation guidelines.
4. Be able to handle and store hazardous materials.
5. Must have a satisfactory driving record secured through the Wyoming Department of Transportation and maintain insurability if using school district transportation.
6. Capable of performing basic math, including: calculations, using fractions, percentages, and ratios; read and comprehend a variety of materials; and follow oral instructions.

Terms of Employment:

1. May 1 through October 1 (and as needed when school is in session and 30-40 hours per week during summer). This will vary due to seasonal demands and weather.
2. Compensation based on district wage schedule
3. Designated by notice of assignment

Reports to: Maintenance Supervisor

Essential Functions:

1. Notify maintenance supervisor of needed items for properly maintaining facilities.
2. Participate in regular reviews of job performance.
3. Secure outside buildings and gates when finished with use.
4. Operate necessary equipment appropriate for each job function.
5. Keep equipment in good working condition and report to supervisor any repair or maintenance needs.
6. Mow, weed eat, prune, and edge.
7. Keep concrete surfaces, hedges, bushes, flower beds, zeriscaping, and fences free of debris.
8. Control undesirable vegetation on district property with compliance to posting and record keeping in accordance with state law.
9. Operate, maintain, and adjust automated sprinkler systems.
10. Communicate in a positive professional manner at all times with personnel and community for the purpose of maintaining good working relationships.
11. Submit time sheets to maintenance supervisor for review on a monthly basis. If assigned multiple campuses, time sheets should include hours spent per campus.
12. Perform any other duties as assigned by supervisor.

Evaluation: Building Maintenance Supervisor