

**TIFFIN CITY BOARD OF EDUCATION**

**JOB DESCRIPTION**

<b>Position:</b>	Groundskeeper
<b>Reports to:</b>	Maintenance Director (Supervisor)
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Responsible for the School District's grounds safety, maintenance, and upkeep; includes responsibility for maintenance plan, repair/care of grounds, related work equipment, i.e., tractors, mowers, etc.
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Work with Athletic Director in the care and upkeep of athletic fields. Work cooperatively with all other school employees.
- General stadium maintenance and repair
- Wax and refinish floors in the stadium
- Prepare grass and ball fields for events
- Line athletic fields
- Clean locker rooms, restrooms, offices in the stadium
- Pick-up trash and other debris at stadium and surrounding facility
- Must work overtime and week-ends especially during the fall athletic season
- Outline and submit plans for upkeep/maintenance of all school property
- Identify needs for materials and equipment to maintain the grounds. Submit needs to the Maintenance Supervisor.
- Responsible for snow removal for all District driveways, parking lots, sidewalks and entrances as close as mechanical equipment will permit.
- Responsible for high school and middle school event plowing for weekend activities
- Mow grass as needed, trim shrubbery
- Periodic checks of shrubbery, lawns and parking lots, and school property. Properly maintain grounds/school property
- Empty outside trash barrels as needed
- Plan and carry out a maintenance plan for tractors, mowers and other grounds keeping equipment
- Drive necessary vehicles and grounds keeping equipment

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the Maintenance Supervisor

**Qualifications:**

- High school diploma or general education degree (GED)
- Mechanical experience, with small engine and farm/lawn equipment
- Able to follow oral and written instructions and place priority on requests
- Possess the physical strength and dexterity needed to perform the assigned tasks
- Prior experience in grounds keeping/related fields
- Some experience in the care and lining of playing and athletic fields
- Be available to perform services required when emergency situations arise outside the normal working hours
- Documentation of a clear BCII/FBI report
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively
- Ability to interact in a professional manner with the public
- Ability to operate grounds keeping equipment, vehicles in a safe manner
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability to work independently
- Ability to read and understand verbal and written instructions, written warnings and labels
- Knowledge of the methods, tools and practices of grounds keeping equipment including, preventative maintenance, diagnostic, and repair
- Knowledge of occupational hazards and safety precautions of grounds keeping
- Ability to diagnose and repair minor defects in equipment needed for position

**Equipment Operated:**

- Communication equipment
- Motor vehicle, truck, tractors, forklift, various hand tools, lawn/field equipment (mowers), and battery charger.

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent operation of a vehicle in inclement weather conditions
- Frequent requirement to travel throughout the District
- Occasional requirement to work overtime
- Frequent exposure to outdoor weather conditions, i.e., requirement to work outdoors during all types of weather
- Frequent exposure to loud noises
- Frequent repetitive hand motion
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel, and stoop
- Frequent requirement to lift and carry various items up to a maximum of 60 pounds
- Occasional requirement to push and pull up to 60 pounds with proper lift equipment

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adoption date: January 6, 2025

