

*Central CUSD 301*  
*Job Description*

**Job Title: Grounds Worker**

**Reports To:** Director of Facility Operations, Principal, Assistant Principal, Grounds Supervisor, Night Facility Operations Supervisor, Athletic Director

**Typical Work Hours:** 6:30am - 3:00pm

**Prepared By:** Dan Polowy/Esther Mongan

**Prepared Date:** Spring of 2015

**Approved By:** Superintendent

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**Function:** The Grounds Worker position was established for the purpose of maintaining an attractive, sanitary, and safe facility for students, staff and the public. This position is directly responsible for the curb appeal of District 301 properties; minimizing property damage, loss and liability exposure; and ensuring that assignments are completed in a safe, proper and timely manner.

**Qualifications:**

- High School Diploma or Equivalent
- Previous ground experience preferred
- Physically capable of performing heavier project work
- Operation of equipment, i.e. lawn mowers, plow trucks, field groomer, chain-saw, weedeater, hedge trimmer, tractors, skid steer, etc.
- Ability to lift 60 lbs for a distance of 100 ft
- Ability to work in a very fast paced and stressful environment
- Ability to meet the physical demands of facility and equipment inspection in buildings, on roofs and in the field
- Ability to work on a computer and become familiar with district software available for your use
- Ability to manage all types of emergency operations in any type of weather or location within the District
- Ability to climb ladders and work from heights
- Illinois Pesticide Operator's License (within 6 months)
- Must possess a valid State of Illinois Driver's License
- Must pass State required physical exam and background checks

**Responsibilities:**

- Same as Night Custodian
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, trim or edge around flower beds, walks, or walls
- Prune and trim trees, shrubs or hedges using shears, pruners or a chain saw
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes
- Gather and remove litter
- Maintain and repair tools, equipment and structures, such as buildings, greenhouses, benches, using hand and power tools
- Perform preventative maintenance on all District owned vehicles, mowers, hand tools, edger, chain saws, and any other equipment deemed necessary to perform grounds work
- Mix and spray or spread fertilizers, herbicides, insecticides onto grass, shrubs, or trees using hand or automatic sprayers or spreaders
- Maintain irrigation systems, including winterizing the systems and starting them up in spring
- Provide proper upkeep of sidewalks, driveways, parking lots, planters, and other grounds features
- Water lawns, trees, or plants using portable sprinkler systems, hoses, watering cans

- Care for turf athletic fields, making sure the underlying soil has the required composition to allow proper drainage and to support the grasses used on the field
- Trim flowers and clean flower beds
- Rake, mulch, and compost leaves and grass clippings
- Plant seeds, bulbs, foliage, flowering plants, grass, ground cover, trees, or shrubs and apply mulch for protection, using gardening tools
- Decorate gardens with stone or plants
- Haul or spread topsoil or spread straw over seeded soil to hold in place
- Plant or cultivate lawns or gardens
- Attach wires from planted trees to support stakes
- Install rock gardens, decks, drainage systems, irrigation systems, retaining walls, fences, planters, or playground equipment
- Mark and design boundaries and paint natural or artificial turf fields with team logos or names before events
- Work with cement when necessary to form garden borders
- Plow, salt, snow-blow and shovel as required during snow removal operations
- May be called to substitute for a custodian in the event of an absence
- Be assigned to a weekend/holiday on call roster as well as an emergency dispatch list
- Perform other duties as assigned