

Eunice Public Schools Job Description

Position: Grounds Keeper

FLSA Status: Non-Exempt

Supervisor: Superintendent

Minimum Qualification Requirements

- **Education:** A high school diploma or the equivalent is required.
- **License:** Must have a valid New Mexico motor vehicle operator's license. Possession of a public pesticide applicators license is preferred.
- **Other:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All requirements listed below are representative of the knowledge, skill, and/or ability required.

General Job Description

The Grounds Keeper performs semi-skilled work in the maintenance, care, and modification of the Eunice Public Schools grounds and landscapes which includes the operation of electrically-powered and gasoline-powered grounds keeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. While performing the duties associated with Irrigation Technician, the employee installs, repairs, and troubleshoots underground lawn sprinkler systems. The employee also performs maintenance on equipment and tools, and makes minor repairs (within demonstrated capability) as directed. The position also requires the employee to change light bulbs, paint walls, woodwork, furniture, and equipment, makes minor carpentry, plumbing, and electrical repairs, deliver supplies, materials, and equipment as needed, retrieve and document transfer of accountability of surplus property, and provide custodial services as directed.

Essential Duties and Responsibilities

Include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by the Superintendent of Schools.

1. Be aware of and operate within OSHA (Occupational Safety & Health Act) standards and school safety policies at all times.
2. Responsible for thorough knowledge of the Eunice Public Schools Policies and Procedures, as well as school rules
3. Responsible for seeking educational opportunities and self-improvement opportunities for personal growth and development.
4. Perform tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf, as well as inside flowers and cuttings used in transplanting; inspecting plant materials for insects, disease, physical and mechanical damage and identifying replacements; transplanting, pruning, trimming, and cultivating trees, shrubs, ground cover, and flowers; and storing and caring for bulbs and cuttings in the winter season.
5. Perform regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
6. Provide a record of grounds and landscape watering and chemical spraying by keeping daily logs of areas watered and duration of watering and the application of chemicals, including areas sprayed, amount and type of chemicals used, substances sprayed and reason, and the wind speed and direction at time of spraying.
7. Perform campus-wide general maintenance and repairs by installing, removing, repairing and maintaining landscape lighting, parking meters, signs, cables, chains, barricades, gates, bicycle racks, feeders, posts, fences, and rock walls; and repairing streets, parking lots, athletic fields, track and turf, as applicable.
8. Remove unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.
9. Reduce the likelihood for the spread of diseases and unsightly appearance of trash containers in public areas by emptying, cleaning and disinfecting trash receptacles on a regular basis, and removing, repairing and installing trash

receptacles on school property on an as needed basis.

10. Prepare outdoor locations for use by visitors, vendors, and the public as needed by campus operations and, if applicable, painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment.
11. Apply chemicals used in grounds keeping (horticulture, turf management, and floriculture) properly and safely by wearing prescribed protective clothing, masks, and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.
12. Safely operate light vehicles such as pick-up trucks, tractors, street sweepers or riding mowers and portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other groundskeeping equipment by obeying applicable traffic laws and following operator instructions, and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
13. Ensure that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
14. Replace and disposes of light bulbs in interior building settings using ladders, lifts, or other tools.
15. Perform painting work in the preparation, patching, finishing, and maintaining of building structures, walls, woodwork, furniture, and equipment.
16. Perform delivery services by identifying supplies, materials, and equipment to be delivered from invoices or order forms, safely loading items on the delivery vehicle, safeguarding items during transit, delivering items to the correct department, and obtaining the appropriate signature for the receipt of the delivered items.
17. Assists with management and accountability of surplus property items by retrieving surplus property items as directed, recording the transfer of accountability for the items, and returning the surplus property items to the warehouse.
18. Perform custodial service following established procedures and guidelines in buildings, classrooms, offices, lavatories, restrooms, etc. including their furnishings, using manual tools and powered machines.
19. Perform minor maintenance work using hand and power tools by making carpentry repairs such as nailing down loose boards, or replacing worn or rotten floor boards, performing minor plumbing repairs, and replacing defective

- electrical switches, light bulbs, fuses, and fluorescent ballasts.
20. Installs new drip and sprinkler systems.
 21. Removes old systems and recovers reusable equipment.
 22. Sets and maintains times on computer and electronic valve clocks; troubleshoots computerized electronic systems, irrigation controllers, solenoid valves, and heads of all types.
 23. Maps systems for campus-wide master plans; may review or make changes to contract specifications.
 24. May instruct others in minor irrigation repairs.
 25. Operates tractors and trenchers to install/repair lines.
 26. Assist in coordination with other departments or outside contractors.
 27. Contribute to the overall success of the campus by performing all other related duties as assigned.