



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Groundskeeper	Location:	Maintenance
Reports To:	Maintenance Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhUSD.org website

Education and Experience Requirements

High school diploma or equivalent. Two years related experience in horticulture or landscape maintenance.

Certificates and Licensure Requirements

Valid Arizona Driver's License; with good driving record.

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

To perform grounds maintenance of all District facilities as needed.

Qualifications

- Ability to communicate effectively, orally and in writing
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality with adequate strength and endurance to perform the work described in various weather conditions.
- Ability to use grounds maintenance tools and equipment as required.
- Ability to maintain effective relations with supervisor and fellow employees.
- Ability to follow and apply safety rules and regulations for job assignments and equipment used.
- Personal qualities associated with good human and interpersonal relations

Responsibilities and Requirements

- Plant, trim, spray, mow, weed, fertilize, sweep, rake, cultivate, dig, water, shovel, spread, sand and/or earth fill, and other related functions of a Grounds Keeper with directions from the Support Service Manager.
- Perform planting, watering, mulching, and clean-up of assigned grounds areas.
- Operate various types of equipment, including power mower, saw, edger, shears, light or medium weight trucks to pick up and deliver materials necessary to perform duties, and light or medium tractors and attachments used to maintain grounds as needed.
- Prepare and maintain playgrounds and athletic fields at an acceptable standard of appearance and safety.
- Inspect, repair, and maintain irrigation systems. Recommend additions, improvements or modifications of these systems.
- Inspect the equipment to be used each day to ensure that it is in a safe and proper working order. May need to report to the supervisor or appropriate designee that it is repaired. Clean equipment daily, or at the end of each use to ensure a professional image, including sharpening of blades, reporting damage, checking fluid levels, etc.
- Responsible for the continued development, implementation, and planning of all seasonal turf requirements, ornamental shrubbery, annuals, perennials, and landscape borders.
- Have the knowledge of work methods, equipment and procedures to assure health and safety standards and precautions are in compliance with OSHA requirements.
- Assist in determining the fiscal requirements for the landscape of District facilities and in preparing budgeting recommendations.
- Plan, participate, and assist in the implementation of all newly proposed landscape projects.

TOOLS

- Responsible for cleanliness of tools and making sure they are in correct working order.
- Responsible for the inventory and stocking of tools
- Make sure all tools and stock parts are inventoried

OTHER

- Responsible for selecting and demonstrating proper use and storage of materials and tools
- Responsible for maintaining accurate records and submitting reports and inventories required
- Responsible for good interpersonal relations with staff and members of the community
- Responsible for pursuing personal and professional growth and development
- Responsible for raising and lowering flags daily



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- Responsible for placement, removal, and storage of street crossing equipment
- Responsible for performing those duties which protect the health and safety of students and employees
- Responsible for performing other duties as assigned by the maintenance supervisor or building principal
- May be called after hours or weekends in the event of an emergency
- Responsible for checking emails daily
- Responsible for printing out daily work orders

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.
- Bends, stoops, lifts, climbs.
- Climbs to various heights and works in confined spaces.
- Operates small power driven machinery such as chainsaw, pole saw, weed-eater or other similar equipment.

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.