



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **LEAD GROUNDS WORKER**

QUALIFICATIONS:

1. High School Diploma or GED
2. Be clean and neat in appearance
3. Ability to organize and schedule work effectively.
4. Strong interpersonal and communication skills
5. Possess and maintain a valid CDL Driver's License Class A
6. Have mechanical ability
7. Possess strong communication skills
8. Demonstrate the ability to organize and schedule work effectively to be completed in a timely manner
9. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO: Directly responsible to **the Director of Buildings and Grounds**

SUPERVISES: All Grounds Personnel

JOB GOAL:

ESSENTIAL JOB FUNCTIONS:

1. Directly responsible to **the Director of Buildings and Grounds**
2. Shall be employed on a twelve (12) month basis with work day schedule as determined by the **the Director of Buildings and Grounds**.
3. Shall perform in accordance with the negotiated agreement between the Board of Education and Teamsters Local No. 97.
4. Ability to lift a minimum of 75 pounds at least 20% of the time

5. Physically move and twist to complete normal daily activities such as picking up garbage, picking up bags of seed and fertilizer, walking behind mowers and paint machines, shoveling, trimming, etc.
6. Ability to stand, sit and walk for long periods of time when plowing snow, shoveling, cutting fields, lining athletic fields, working athletic events, etc.
7. Ability to service grounds equipment such as mowers, trimmers, etc.
8. Ability to operate all required power tools and equipment.
9. Be able to operate a dump truck, tractor, mower, loader, edger, lining machine
10. Shall perform all duties in the most efficient manner possible and cooperate with the Director of Human Resources and any Facilities Supervisor in the interest of the school system.
11. Shall wear uniform provided by the Board of Education daily to properly represent the department.
12. Must work with Maintenance and Custodial personnel as required by the Facilities Department.
13. Perform duties such as, but not limited to:
 - Ability to cut all athletic fields, all non-athletic fields, around the buildings, islands, transportation area, administration building as well as any other area of school property as assigned by administration.
 - Ability to trim and edge lawns, fence lines and islands
 - Maintain perimeter around district trailers
 - Keep district grounds free of garbage, leaves, branches, paper, bottles, etc. to maintain a safe environment.
 - Filling holes in fields, driveways, parking lots, sidewalks, etc.
 - Lining fields for physical education and athletic events
 - Installation and removal of fencing and playground equipment
 - Work on garbage truck as assigned
 - Maintain all lawn sprinkler operations in district
 - Perform preventative maintenance on all grounds equipment on a daily basis
 - Transport equipment, furniture, supplies, etc. as needed

- Responsible for district snow removal including plowing parking lots, shoveling sidewalks, treating parking lots, sidewalks and district ramps. Using snow blowers and other snow related equipment as necessary.
- Shall fill in on recycling truck as assigned.
- Shall trim shrubs, trees as necessary.
- Shall remove metal from school buildings and necessary.
- Shall be responsible for performing preventative maintenance on all grounds equipment on a daily basis such as changing blades, sharpening blades and changing oil.
- Shall be responsible for setting up all athletic equipment for sports such as nets, goals, markers, etc.
- Shall seed district property at times to be determined by administration
- Paint and stencil parking lots (fire lanes, handicapped signage, etc.) as needed
- Will be responsible for supervising all grounds personnel through the Facilities Office.
- Coordinate and schedule daily work assignments to staff through the Facilities Office.
- Maintain supply inventory of all supplies warehoused in the Grounds/Maintenance Building.
- Responsible for handling all emergency situations and has the ability to make decisions regarding the emergency.
- Schedule jobs with Building Principals and other departments to minimize disturbance to the educational process.
- Handles all emergency calls in the absence of the Director of Buildings and Grounds.
- Perform any other tasks assigned by the Superintendent of Schools, Assistance Superintendent of Schools, or their designee, where circumstance prevent assignment through the chain of command describe herein.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of certified staff.

APPROVED BY: Board Agenda DATE: 4/24/2012

REVISED: 12/17/2013 & 1/21/2014