

TITLE: HEAD GROUNDS KEEPER

QUALIFICATIONS:

1. Must have a valid New Jersey Driver's License
2. High School Diploma or equivalent training
3. Ability to work independently at times with limited assistance
4. Strong work ethic
5. Demonstrated ability of scheduling work and adhering to deadlines
6. Knowledge of automated office equipment and efficient office procedures
7. Ability to communicate effectively both verbally and in writing
8. Ability to coordinate multiple projects concurrently
9. Ability to work in cold and hot weather conditions
10. Possess knowledge of field layout for sporting events.
11. Familiarity with lawn tractors, mowers and general construction background.
12. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Grounds Foreman, Superintendent and/or his/her designee

JOB GOAL: To maintain the school grounds

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the activities of the grounds keepers assigned to the school.
2. Assists in review of bid packages for projects and yearly bids for procurement of goods and services.
3. Assigns work and participates with workers by performing any combination of the following:
 - a. Cuts lawns using hand or power mower.
 - b. Trims and edges around walks, flowerbeds and walls, using clipper and edging tools.
 - c. Prunes shrubs and trees to shape to improve growth.
 - d. Rakes leaves and cleans or sweeps up litter, using spiked stick or broom, to also include under both home and away bleachers.
 - e. Use of snow removal equipment, removes snow from walks, driveways, parking lots and fields using shovel or powered snow removal equipment. Ability to assist with snow removal operation is critical.
 - f. Plants grass, flower, trees and shrubs.
4. Use of various types of equipment, not limited to augers for fence installation, chain saws for tree removal, small tools, lawn sprinkler systems, pruning and care for various tree and plant species.
5. Cleans out drainage ditches and culverts using shovel and rake.

HEAD GROUNDS KEEPER (Continued)

6. Operates tractor equipped with attachments, such as mowers spreaders, snow plow or rollers.
7. Prepares athletic fields for sporting events performing any combination of the following:
 - a. Attaches spiked board behind gasoline powered tractor and drive cart over baseball infield and track to break up top layer of soil.
 - b. Packs dirt on and around baseball pitcher's mound to raise it to specified height.
 - c. Aerates school grounds and athletic fields, as required, using tractor pulled aerator.
 - d. Marks athletic field lines.
 - e. Positions goals posts and nets on athletic fields.
8. Operates, as required, school vehicles such as trucks or tractors.
9. Inspects the work of grounds keepers, and initiates corrective action as may be required.
10. Communicates with Grounds Foreman as to grounds personnel and completes yearly evaluations in consultation with Principal and Grounds Foreman.
11. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Superintendent or his/her designee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools

Date: June 15, 2016

Revision: February 21, 2018, July 18, 2018