



Title:	Ground Keeper I
Reports to:	Principal/AD/Maintenance Director
Terms of Employment:	12 Months
Salary:	Grade 56

The employee's primary function is to independently follow established procedures and schedules for maintaining and repairing the high school athletic fields owned and operated by the Scotland County Board of Education.

Knowledge, Skills, Abilities, etc.: A basic education, high school diploma (or the equivalent). The employee must demonstrate a journeyman level of expertise and competence with at least two years prior successful experience as a commercial or institutional turf maintenance and/or grounds maintenance worker. He/she must demonstrate an appreciation for good workmanship, craftsmanship and safety in order to properly use and care for materials, tools, and equipment. He/she will be required to:

Read and comprehend work orders, instruction manuals, schematic drawings, etc.

Document all information relating to work orders and required reports.

He/she will independently analyze situations arising during the work day and will be expected to use good judgment to prioritize and complete work assignments safely and expeditiously. He/she will be expected to use good oral communication skills and interact professionally with administrators, other school employees, students, and the general public. He/she must also be punctual and adhere to established working hours, attend work regularly without undue absenteeism, be productive and effectively manage time, and demonstrate a cheerful and cooperative attitude.

Physical Requirements: The employee must lift, maneuver and carry medium to heavy objects (i.e., 50 - 75 lbs); operate hand tools, power tools, mechanical equipment, vehicles, etc. Good manual dexterity, good hand/eye coordination and good visual acuity are required.

Driving Requirements: The employee might be assigned a vehicle (when needed) for all necessary work related travel. A good/safe driving record and valid driver's license are required.

WORKING CONDITIONS

The employee will be subject to both inside and outside environmental conditions typical to Scotland County along with occasional exposure to fumes, odors, dusts, mists, oils, chemicals, equipment noise, etc. He/she will be required to function occasionally in close quarters (i.e., small enclosed rooms, narrow aisles, mechanical lofts, crawl spaces, man holes, etc.) and in proximity to hazardous moving mechanical parts, electrical currents, ladders, scaffolds, power tools, mechanical equipment, tractors, forklifts, etc.

SPECIFIC DUTIES: The employee will.....

- Perform routine maintenance/repair of the high school athletic fields and related equipment (i.e., grass mowing, seeding/planting, fertilizing, and irrigating, weed and pest control, grading, leveling, etc.)
- Coordinate grounds care and maintenance activities for other general maintenance/school employees at all schools/sites (i.e., landscaping improvements; seeding/planting grass, shrubbery, flowers, etc.; fertilizing; grass mowing; trimming and pruning shrubbery and trees; grading, leveling and maintaining playgrounds; repairing driveways and parking areas; installing and/or repairing fencing; installing and repairing concrete walkways, etc.)
- Perform routine and preventive maintenance service/repair to maintain a "like new" condition and readiness for all turf maintenance equipment (i.e., tractors, mowers, fertilizer spreaders, irrigation pumps, irrigation reels, underground irrigation equipment, sod cutters, push mowers, string trimmers, hand tools, garden tools, etc.).
- Assist and perform other routine duties as assigned by the Superintendent, Principal and/or maintenance director or immediate supervisor.