

Miami Trace Local School District

Job Description

Title:	Campus Facilities Groundskeeper
Position:	Non-Exempt/251 Days Per Year/8.0 Hours Per Work Day
Reports to:	Business Manager or Designee
Job Objective:	Supports the school district in the care and operation of extra-curricular facilities and campus maintenance activities.

Qualifications:

- High school diploma or GED. Skills verified by training and/or previous work experience.
- Ability to work irregular hours with little advance notice and/or a non-traditional work schedule depending on extra-curricular event schedules.
- Embodies high ethical standards and work ethic.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Performs physically demanding work that includes lifting up to 75 pounds/moving heavy objects/climb ladders up to 25 feet/work from elevated platforms of up to 45 feet.
- Ability to operate machinery such as a truck, mower, skid steer, personal utility vehicle, forklift, trimmer and blower.

Essential Functions:

- **Uses technical and manual skill to maintain the maintenance and cleanliness of district property. Works in conjunction with district administrators to confirm event schedules and respond to facility needs.**
 - Primarily responsible for oversight and routine cleaning of campus facilities related to extra-curricular activities. This would include all campus *out-buildings* such as, but not limited to: concession stands, restrooms, ticket booths, press boxes, locker rooms, weight rooms, dugouts. Responsible for the care/oversight of all athletic fields, turf, fencing, scoreboards, sound systems, bleachers and stands.
 - Works closely with the Athletic Director, Coaches, and other extra-curricular personnel to ensure effective service delivery.
 - Assists the Business Manager with oversight of all contracted services for mowing/landscaping, and other related sight maintenance activities.
 - Reports maintenance needs as needed if beyond ability or scope to correct.
 - Assists with other campus-related maintenance activities such as snow removal, parking lot clean-up, or interior building maintenance or custodial issues when able. Is expected to respond to sudden or urgent district needs within or outside of normal job duties.

- **Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Develops mutually respectful relationships with co-workers, members of the public, and students. Functions as part of a cohesive team.
 - Maintains a professional appearance that is appropriate for the assignment and task.
 - Maintains and acceptable attendance record and is punctual. Provides timely and prompt notification of absences.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Works effectively with minimal supervision. Ability to problem-solve. Performs tasks within established deadlines. Has the ability to recognize issues in a proactive manner and work to correct issues without direction. Seeks clarification when directives are unclear. Frequent and effective use of written and verbal communication to all stakeholders.

- **Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards and technology changes.
 - Offers ways to improve district operations and tasks.
 - Seeks opportunities for professional development and relevant work-related training.

- **Takes precautions to protect student, staff, and public safety. Assists the school district with management of risks related to facility and personal liability.**
 - Maintains high standards for appropriate conduct. Takes action to report and address inappropriate behavior, harassment, or aggressive behavior.
 - Complies with district procedures and federal/state laws when dealing with discrimination, suspected child abuse/neglect or when any inappropriate behavior is encountered.

Working Conditions:

- Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws, and district procedures if duties involve any of the following situations:
 - Encounters with angry, rude, and unpleasant individuals.
 - Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors, and slippery or uneven surfaces.
 - Exposure to blood-borne pathogens and/or communicable diseases.
 - Exposure to weather conditions and/or temperature extremes.
 - Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
 - Lifting/moving heavy objects. Performing physical and/or repetitive tasks for extended periods.
 - Working in or near vehicular traffic. Operating or riding in a motor vehicle.
 - Travelling to meetings and work assignments.
 - Working at heights, in confined spaces and/or under diminished lighting.

The Miami Trace Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.

**Campus Facilities Groundskeeper
Salary Schedule Proposal**

FY19 Campus Facilities Groundskeeper	
\$ 15.26	
Step	
0	\$ 15.26
1	\$ 15.53
2	\$ 15.79
3	\$ 16.06
4	\$ 16.33
5	\$ 16.60
6	\$ 16.86
7	\$ 17.13
8	\$ 17.40
9	\$ 17.66
10	\$ 17.93
11	\$ 18.20
12	\$ 18.46
13	\$ 18.73
14	\$ 19.00
15	\$ 19.27
16	\$ 19.53
17	\$ 19.80
18	\$ 20.07
19	\$ 20.33
20	\$ 20.60
21	\$ 20.87
22	\$ 21.14
23	\$ 21.40
24	\$ 21.67
25	\$ 21.94
26	\$ 22.20
27	\$ 22.47
28	\$ 22.74
29	\$ 23.00
30	\$ 23.27