

POCONO MOUNTAIN SCHOOL DISTRICT

Job Title: Grounds Maintenance

Subtitle: None

Department: Grounds

Location: Grounds Buildings

Reports To: Grounds Supervisor

Terms of Employment: Twelve (12) Months per Year

Date: March 17, 2021

Job Summary

Performs maintenance of school district grounds in a safe, neat, and aesthetic condition while working independently and cooperating as a team.

Qualifications

- High School Diploma or GED equivalent
- One-year (1) experience in groundskeeping or landscaping
- Experience operating and maintaining grounds equipment
- Valid Pennsylvania Driver's License and Commercial Driver's License
- Safe Driving Record
- Pest management experience including a current Pesticide license
- Dependability and attention to detail required
- Ability to make appropriate judgements and work with others
- Excellent communication skills
- Act 34, Act 82, Act 114, and Act 151, or other required clearances

Essential Duties and Responsibilities

1. Safely operates vehicles and machines such as pick-up trucks, tractors, sweepers or riding mowers and portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other groundskeeping equipment.
2. Follows all operator instructions, and wears appropriate safety items such as goggles, gloves, or other appropriate protective clothing when using machines or equipment.
3. Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
4. Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, etc., for debris.
5. Raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, and transporting the trash to designated central collection points on a daily basis.
6. Operates and performs maintenance on District owned vehicles, tools, machinery, and equipment.
7. Performs regular and directed grounds and landscape maintenance by mowing lawns; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings.
8. Mows fields and lawn areas and trims overgrown limbs, hedges, and shrubs.
9. Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf, inspecting plant materials for insects, disease, physical and mechanical damage.
10. Reports any damage to school property in need of repairs.
11. Installs and maintains playground equipment, scoreboards, materials, etc. as directed.
12. Prepares outdoor locations for use by visitors, vendors, and the public as needed by campus operations and, if

applicable, painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment. Installs and maintains outdoor signage including traffic, parking, and directional signage.

13. Ensures that athletic competition fields are within PIAA standards.
14. Attends in-service trainings and professional development as directed.
15. Performs proper care for artificial and natural turf fields.
16. Applies chemicals used in groundskeeping properly and safely by wearing prescribed protective clothing, following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use. Completes required reports detailing time and materials used.
17. Complies with local, state, and specification for the use of any equipment or chemicals.
18. Performs other duties as directed and assigned.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls, and talk or hear. The employee must be able to stand and/or walk for sustained periods of time. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must be able to exert in excess of one hundred (100) pounds of force occasionally, or in excess of fifty (50) pounds frequently or in excess of twenty (20) pounds constantly to move or lift objects. Must be able to work in extreme cold (20 degrees or less) and extreme heat (90 degrees or more). The employee must be able to withstand changes in environmental conditions. Subject to physical hazards, including conditions that may affect the respiratory system and/or skin. The employee will be required to work indoors and outdoors during inclement weather. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While the information contained in this job description is intended to provide compliance with the Americans with Disabilities Act (ADA), it is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned based upon the number of employees in the department and the operational needs of the department.

Pocono Mountain School District is an Equal Opportunity Educational Institution. It does not discriminate on the basis of race, color, national origin, creed, marital status, sex, age or disability in its activities, programs, or employment practices as required by Title VII, Title IX, ADEA, ADA, PHRA, and/or any other applicable laws. It also does not discriminate against an applicant or employee because of the individual's relationship with an individual who is a member of a protected class. If you would like more information about equal employment or you are an individual with a disability qualified for this job, and you require a reasonable accommodation, please contact the Office of Human Resources at 570.839.7121.