

**GRANITE FALLS SCHOOL DISTRICT  
POSITION DESCRIPTION  
HEAD GROUNDSKEEPER**

**GENERAL SUMMARY**

The responsibilities of this position are to perform semi-skilled work on the grounds, mechanical work, and grounds maintenance and improvements.

**ESSENTIAL FUNCTIONS**

1. Operate large and small grounds maintenance equipment, including single-axle truck, backhoe, mowers, tractor, edgers, weed eaters, hand tools; maintain, service, and perform minor repair to grounds equipment; perform special grounds improvement projects as directed; order parts, supplies, and materials for grounds as necessary; keep maintenance shop in a neat and orderly manner.
2. Mow, spray, fertilize, water and maintain lawns, landscaped areas, and athletic fields for school district; fertilize, spray, prune, and keep all flowers, shrubs, and trees in healthy condition; keep planting beds neat, free of weeds and generally maintained; maintain irrigation systems, including pumps and wells.
3. Inspect, troubleshoot, and perform repair and preventative maintenance functions as necessary for the facility, grounds, playground equipment; perform regular maintenance and vandalism repairs as necessary, document repairs/maintenance as necessary.
4. Respond to emergency situations.
5. Order and stock supplies/materials within scope of assignment,
6. Sweeping/blowing walkways, removing litter, clearing ice or snow, and related maintenance of an attractive school facility.
7. Comply with all health and fire codes/laws.
8. Observe all district safety policies and procedures and equipment maintenance and operation guidelines for district employee, student, and public safety; wear protective gear as necessary (ear/eye protection, gloves, etc.)
9. Complete and maintain paperwork, logs, and records as necessary.
10. Secure and maintain all compliance certificates, permits, and documentation district-wide within scope of assignment.
11. Coordinate with city and county agencies as necessary with requirements of assignment/project; inspect major work performed by contractors.
12. Communicate with Director of Business and Operations regarding work scheduling, project planning, and work progress; maintain effective communication with administration, students, parents, staff, sales representatives, and the public for safety, security and public relations;
13. Attend appropriate training as required.
14. During winter months this position will be involved with maintenance of district facilities.

**REPORTING RELATIONSHIPS**

Immediate Supervisor: Director of Business and Operations/day-to-day evaluations of work quality and annual evaluations.

**WORKING RELATIONSHIPS**

Works With: Assistant Groundskeeper, Facilities/Operations Assistant.

**SPECIAL REQUIREMENTS**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license, may require pesticide license in the future; pesticide applicator's license. Current first aid and CPR certification, depending on assignment.

**CONDITIONS**

The list of essential functions is not exhaustive and maybe supplemented as necessary.