

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>CHIEF GROUNDSKEEPER</b>	<b>REPORTS TO:</b>	Facility Manager
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**TRAINING QUALIFICATIONS**

- High school diploma or GED equivalency.
- Demonstrated aptitude for successful performance of assigned duties and responsibilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

To maintain the school grounds in a clean and neat condition and to assist in maintaining the school physical plants.

**WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

**DUTIES AND RESPONSIBILITIES**

1. Performs such yard keeping jobs as grass cutting, tree trimming, and shrubbery care, as necessary, to maintain the school grounds and athletic fields in a safe and attractive condition.
2. Keeps the grounds free from debris.
3. Conducts an ongoing program of general and preventive maintenance on lawn and snow removal equipment.
4. Makes repairs to playground equipment, school fences, athletic fields and equipment and structural repairs to buildings.
5. Strives at all times to promote the safety, health and comfort of the students and staff.
6. Operates equipment that is specific to the assignment.
7. Advises custodial/maintenance supervisor of site and building needs and provides progress reports concerning work assigned.
8. Assists maintenance workers as requested any damage to school property.
9. Reports immediately to the custodial/maintenance supervisor and/or principal any damage to school property.
10. Plows snow from driveways and parking areas as needed.
11. Performs specific duties related to assignments by the custodial/maintenance supervisor to ensure an efficient and effective operation and maintenance of the buildings and grounds.
12. Assists with athletics where needed during the winter months, including custodial and other duties as needed.
13. May be asked to pursue spraying license as part of being a groundskeeper.
14. Helps maintain safety and security of all school property in cooperation with building principals and custodial staff.
15. Assists in the care and maintenance of all equipment assigned to the maintenance department.
16. Performs maintenance work, such as repairing fences, asphalt, concrete, ceilings, playground equipment, and athletic equipment, repairing floors, door frames, doors, windows, hardware and similar structural repairs whenever possible.
17. Strives constantly to promote the safety, health and comfort of the students and staff.
18. Must maintain valid driver's license.
19. Performs other duties as assigned.

<b>TERMS OF EMPLOYMENT</b>	260 Contract Days
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