

## GROUNDSKEEPER

### **QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Valid NJ Driver's License.
3. He/she must have the knowledge and experience to maintain all related equipment.
4. He/she must possess the working knowledge of all phases of landscaping, i.e. grass cutting, pruning, transplanting and athletic field set-up.
5. Ability to lift up to 25 pounds.

**REPORTS TO:** Grounds Coordinator

### **JOB GOAL:**

The Groundskeeper performs semi-skilled work in the maintenance, care, and modification of district grounds and landscapes which includes the operation of electrically-powered and gasoline-powered groundskeeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. The Groundskeeper also performs maintenance on groundskeeping equipment and tools, and makes minor repairs (within demonstrated capability) as directed.

### **PERFORMANCE RESPONSIBILITIES:**

1. Responsible for all duties assigned by Grounds Coordinator and performing all duties needed for the satisfactory performance of the job.
2. He/she must have the knowledge and experience to perform preventative maintenance of all equipment necessary to maintain school grounds and athletic fields.
3. He/she shall work in cooperation with all administrators and other staff members.
4. He/she shall be accountable and responsible for all areas of groundskeeper work performed on his/her shift.
5. He/she must arrive for work on time, clean, and in the proper uniform supplied by the Board of Education.
6. He/she shall be responsible for, but not limited to, all the duties and responsibilities listed below:
  - a. Landscaping
  - b. Athletic field set up and maintenance
  - c. Playground equipment inspection and repair
  - d. Tree planting and pruning
  - e. Snow removal
7. He/she must be available if called on to perform custodial and/or maintenance duties.

## **JOB DESCRIPTION**

## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

8. The groundskeeper shall be responsible for other duties assigned by his/her supervisor, administration or staff member that are in harmony with this job description.

### **TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

### **LEGAL REFERENCES:**

N.J.S.A. 13:1F-19 School Integrated Pest Management Act  
N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:17-3 Tenure of janitorial employees  
N.J.S.A. 18A:36-3 Display of flag  
N.J.S.A. 18A:41-1 Fire drills  
N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act  
N.J.S.A. 34:7-1 License Necessary  
N.J.A.C. 6:3-4A-4 Requirements of physical examinations  
N.J.A.C. 6:24 Comprehensive maintenance plans  
N.J.A.C. 17:27 Equal employment opportunity and affirmative action rules  
See Particularly:  
N.J.A.C. 12:100-4.2 Adoption by reference