

**SAUK PRAIRIE SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION: Maintenance Mechanic (G)
Grounds Keeper

REVISED: March 2012
February 2017

QUALIFICATIONS:

1. High School diploma or equivalent
2. Job related training, skills or experience;
3. Good communication skills and ability to maintain confidentiality
4. Basic computer skills
5. Possess a valid Wisconsin driver's license.
6. Ability to crawl in tunnels, climb ladders and scaffolding, and safely lift objects weighing 60-75 lbs. on a regular basis without assistance
7. Certified or able to obtain required training in these areas
 - a. Pesticide Application / Pesticide Applicator License
 - b. Herbicide Application / Pesticide Applicator License

REPORTS TO: Buildings & Grounds Director

SUPERVISES: None

GENERAL FUNCTIONS: To provide an attractive and safe environment in which to learn and work.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Maintain and care for all school grounds:
 - a. Maintain all athletic fields.
 - b. Plant greenery; prune trees and trim hedges to promote growth and improve appearance.
 - c. Mow lawns with hand or power mower; trim around beds, trees, and structures with trimmer
 - d. Water lawns, trees, and landscaping as needed.
 - e. Inspect for evidence of insects, fungi, and other pests and apply appropriate pest

- control products within certification.
 - f. Inspect for evidence of noxious weeds and apply appropriate herbicide applications within certification.
 - g. Adjust and repair equipment consistent with the position.
 - h. Remove snow and apply sand and/or salt to prevent slipping.
 - i. Collect and dispose of leaves and yard refuse
 - j. Maintain outdoor tables, benches, and waste containers.
 - k. Maintain and assist in setup of athletic fields.
 - l. Maintain athletic concession and restroom areas.
2. Check playground equipment and repair.
 3. Maintenance of irrigation systems
 4. Maintain tools and keep inventory
 5. Assist Buildings and Grounds Director in developing a preventative maintenance program, which includes periodic inspections and regular routines for maintaining district grounds.
 6. Assist in cleaning duties when needed and fill in custodial positions when a sub cannot be found.
 7. Load, lift or unload supplies and equipment.
 8. Assist the maintenance crew as needed.
 9. Perform other duties as assigned by the Buildings and Grounds Director, Director of Business Services, or the District Administrator.

TERMS OF EMPLOYMENT: As defined in the Support Staff Handbook

WORKING CONDITIONS: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentations; ability to hear and understand speech at normal room levels; frequently exposed to noise; manual dexterity and hand/eye coordination to operate vehicles, equipment, computers and communication devices; normal office and shop environment; exposure to extreme temperature and weather conditions; frequent trips between buildings; may need to be available beyond normal work hours for emergencies.