



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**  
Head Groundskeeper

**Department:**  
Buildings and Grounds

**Unit:**

**Immediate Supervisor:**  
Superintendent

**Grade Placement:**  
13

**FLSA Status:**  
Non-exempt

### **Job Summary:**

Under the direction of the Superintendent, the Head Groundskeeper is responsible for the overall management, operations and programs of the district's grounds. The Head Groundskeeper is responsible for ensuring efficient operations and to provide for the safety, health and comfort of students, staff and the public within the grounds of Annandale Public Schools.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitors grounds and all operational systems to ensure continuous safe and efficient operations.
2. Establishes regular grounds schedules and procedures to ensure maximum safety.
3. Plans, develops, recommends and monitors the approved budget for Grounds.
  - Maintains an inventory of appropriate supplies and equipment
  - Plans for the purchases of equipment, necessary maintenance and repairs.
4. Performs equipment maintenance and repairs on a wide variety of grounds equipment including mowers, tractors, skid steer loaders, weed whips, chain saws, blowers, trucks, edgers and snow removal equipment. Coordinates major repairs and upgrades with district administrators and outside contractors. Schedules long term projects.
5. Communicates and assists district staff with daily operations. Partners and works closely with the Athletic Director, Community Education, coaches, M&M bus company and City of Annandale to coordinate schedules, set-ups, field preparations for events.
6. Coordinates and participates in the preparation of athletic fields for athletic events:
  - Activities before, during and after the school day.
  - Set-ups, field preparations for events.
  - Conducts measuring, chalking and grooming of athletic fields.
  - Maintains and assures bleachers, fencing, running tracks, irrigation systems and tennis courts are properly maintained.
  - Conducts maintenance and cleaning activities to garages and cleans grounds, press box, concession stand and bleacher areas after athletic events.

- Inspects grounds and athletic fields and areas for safety issues or maintenance needs.
  - Inspects and maintains playground equipment
7. Responsible for all upkeep and maintenance of the Annandale Recreation Park.
  8. Monitors and ensures compliance with legal requirements of local, state and federal safety mandates.
  9. Serves as the lead contact person in all functions of grounds.
    - Performs general lawn maintenance care and landscaping. Operates mowing equipment and maintains lawns and fields; performs shrub and tree maintenance and care; fertilizes lawns and grounds.
    - Performs snow removal duties as required to maintain access to all facilities
      - Verifies all contractor billing invoices.
      - Evaluates and determines the need for snow removal contractors and services.
      - Adjusts work schedules to accommodate changes in weather and work demands.
      - Maintains and updates grounds records, files and logs.
      - Maintains fertilizer logs.
      - MSDS Sheets.
      - DNR water use reports.
      - EPA injector well reports.
      - Playground and inspection reports.
    - Tends to unexpected issues and problems that arise.
    - Outside agencies and individuals who have facility related questions, issues or business.
    - Planning and supervising construction projects.
  9. Maintains and oversees the expenditure of allocated grounds funds including local vendor purchases and turn in proper paperwork. Establishes and maintains vendor relationships and product inventories.
  10. Attends various committees and meetings regarding planning for school safety and grounds projects and budgets.
  11. Ensure distribution of mail is completed as directed by immediate supervisor.
  12. Performs other related duties as assigned.

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- High School Diploma or equivalent.
- At least 2 years of prior related work experience.

### **License/Certification Requirements:**

- Forklift Operator/Trainer License
- Second Class C Boilers License

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of district administrative policies and procedures (purchasing, records requirements, etc.)
- Knowledge of grounds equipment (mowers, snow plows, blowers, fork lifts, hand and power tools, etc.)
- Fundamentals of turf/grass control and ground maintenance activities.
- Knowledge of preventive maintenance practices.
- Knowledge of athletic field layouts and maintenance.
- Knowledge of chemicals used in fertilizing and weed control.
- Fundamentals landscaping functions associated with grounds maintenance and projects.
- Knowledge of federal and state health and safety codes/regulations.
- Knowledge of hazardous chemicals (safety, use, clean-up, etc.)
- Knowledge of math and language skills.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Skilled in establishing and maintaining effective working relationships with athletic director, staff, coaches, principals, supervisors and district administrators in matters pertaining to grounds maintenance and preparation.
- Skilled in field maintenance and preparation.
- Skilled in applying proper techniques in field and grounds care, repair and maintenance.
- Skilled in using hand and power tools applicable to trade.
- Skilled in operating equipment used in lawn and athletic field care/preparation including lawn mowers, fertilizing and weed control, and all other equipment and vehicles necessary in performance of the job.
- Reading, understanding and following safety procedures.
- Performing mechanical and preventative maintenance to grounds equipment.
- Skilled in evaluating and planning work assignments and priorities.
- Computer skills pertaining to communication, inventories, etc.
- Skilled in planning, organizing, implementing and monitoring various departmental projects, programs, renovations and new construction.
- Planning, recommending and monitoring approved department budget(s).
- Planning, developing and overseeing preventive maintenance plans, schedules and procedures.
- Conducting grounds and repair work (athletic field maintenance, etc.)
- Ability to work independently with minimal supervision.
- Skilled in irrigation management and work

## **PHYSICAL REQUIREMENTS**

### **Physical requirements associated with the position can be best summarized as follows:**

Heavy work. Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.