

**RUMSON SCHOOL DISTRICT**  
**Rumson, New Jersey**

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**TITLE:            **GROUNDSKEEPER****

**QUALIFICATIONS:**

1. High school graduate or equivalency certificate.
2. Valid driver's license and good driving record. Requirement to advance to a Commercial Driver's License with air brake endorsement within one year.
3. Two years of experience/training in grounds general maintenance and care. Interest in horticulture.
4. Working knowledge of the operation and preventive maintenance of equipment listed below
5. Working knowledge of grading techniques, trimming, planting and methods of fertilizing
6. Installation and upkeep of Bermuda grass fields
7. Skill in the use of hand and power tools related to gardening
8. Ability and willingness to follow oral and written directions
9. Ability to skillfully operate maintenance equipment
10. Ability to write reports as to time and materials used
11. Ability to read and comprehend the operator's manual for the various pieces of equipment
12. Ability to pick up and carry 50 pounds
13. Ability to work in a kneeling and/or crawling position and consistently bend, stoop, lift, reach above shoulders and stand for long periods of time.
14. Ability to be free of allergies to grass used by the school system
15. Ability to work in adverse weather conditions, climb ladders, and operate heavy duty equipment
16. Ability to interact with the general public as well as professional and classified employees of the school system in a pleasant and business-like manner
17. Knowledge of safe driving practices and proven safe driving habits by verification of driving records
18. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Buildings and Grounds Supervisor /Principal

**JOB GOAL:** This is semi-skilled manual work. An employee in this class, with general, technical and administrative supervision from an assigned supervisor, maintains playing fields, trees, shrubbery, lawns and other grounds of the Rumson School District.

**PERFORMANCE RESPONSIBILITIES:**

Essential job functions

1. Maintains lawns, playing fields, trees, **gardens, supports greenhouse maintenance**, and other grounds for the school district.
2. Lifts, carries and applies grounds materials.
3. The employee is responsible for using safe practices and methods in the operation of equipment and supplies related to their job.
4. The employee is responsible for correcting and/or reporting any conditions within the building or grounds which may be hazardous to employees, students, or staff members assigned to the building
5. Performs other duties as assigned.

Examples of Work

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1. Operates backhoe, tractors, edgers, sod cutters, dump trucks, various types of mowing equipment and hand tools.
2. Grades playing fields and other areas, seeds them, cuts sod, prunes trees and shrubbery
3. Prepares mulch and applies same around trees and shrubbery
- 4. Maintains garden areas including soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting.**
5. Removes snow and ice from walkways and pathways
6. Haul stones and gravel from quarries to job sites
7. Cuts grass
8. Cleans tracks and parking lots
9. Assists in the transporting of small building material to other sites
10. Cleans and maintains equipment
11. Performs preventative maintenance on all equipment used
12. Performs other duties as assigned.

#### Pre-employment Physical

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Rumson Board of Education.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board of education.

#### **ANNUAL EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: March 15, 2017

Revised: September 26, 2018