

SUPPORT STAFF POSITIONS

Job Description: Grounds Keeper/Day Custodian (High School)

Non Exempt

TITLE: Grounds Keeper/Day Custodian (High School)

DEFINITION: Under the supervision of the director of environmental services, the employee will lead and participate in the performance of skilled and routine grounds and lawn care functions and activities; and to do other related work as required.

QUALIFICATIONS:

1. High School Graduate or equivalent.
2. Ability to be outside in extreme temperatures all year long.
3. Working knowledge of mowers, weed trimmers, and tractors.
4. Knowledge of lawn and athletic field care.
5. Such other qualifications as the board may find appropriate and acceptable.

REPORTS TO: Director of Environmental Services

DUTIES:

1. Keep campus free from trash.
2. Empty exterior trash cans around buildings and at Sullivan field.
3. Responsible for clean up of spills/messes needing attention at the high school/Admin/BSDC campus.
4. Complete work orders that are assigned.
5. Mow and trim all campuses in district.
6. Aerate, over seed, fertilize and top dress all athletic fields and practice fields.
7. Prepare football (game and practice), soccer and baseball fields for practice and games.
8. Light tree trimming entire district.
9. Weed control for all playgrounds, yards, athletic fields and dirt fields owned and operated by the district.
10. Unlock high school doors in the morning and check the building for heat and light.
11. Hang U.S. and Colorado Flags each morning.
12. Assist with snow removal entire district.
13. Keep sidewalks free from ice.
14. Assist Maintenance Mechanic in all ways required.
15. Keep grounds and custodial equipment in good condition; use them properly and safely.
16. Clean up all work areas.
17. Display initiative in evaluating and increasing the effectiveness of the maintenance department.

18. Be courteous in all dealing with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
19. Perform all other duties in which trained that may be required or assigned by the Director of Environmental Services.
20. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspect that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 5 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work may involve driving grounds equipment for extended periods of time and may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, handle and work with various materials, chemicals and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather will occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with the policies of the Board of Education.

EVALUATION: Performance of the assigned duties will be evaluated by the Director of Environment Services in accordance with the policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program
2115 Stuart Street
Alamosa, CO 81101
(719)589-8110

Rio Grande Hospital Clinic
1280 Grand Avenue
Del Norte, CO 81132
(719)657-2418

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated

medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature _____ Date _____

Policy GDAU-R approved by Board of Education: 06/26/08

Monte Vista School District, Monte Vista CO 81144