



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **GROUNDS PERSONNEL**

#### **QUALIFICATIONS:**

1. Possesses high school diploma or equivalent training/experience.
2. Has experience as a grounds person and/or related employment.
3. Holds a valid state of New Jersey Driver's License for Board of Education vehicles and hold certified driver's license for specific vehicles.
4. Has in-depth knowledge if small engine repair, truck maintenance and tractor maintenance.
5. Is in good health and able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
6. Holds a current state of New Jersey Black Seal Low Pressure Boiler License and maintains on a yearly basis.
7. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
8. Such other alternatives to the above qualifications as the Board may find appropriate and applicable.
9. Possesses basic computer skills.

**REPORTS TO:** Head of Maintenance and Grounds/School Business  
Administrator or designee

**JOB GOAL:** To maintain school grounds in a condition of excellence so that full education use may be made at all times.

#### **PERFORMANCE DUTIES**

1. Work Performance/Work Traits
  - a. Maintains and cares for all school grounds.
  - b. Prepares seeding of or transplanting of beds by cultivating soil; inspects flowers, shrubs and trees; and applies products to areas as necessary.

- c. Plants seeds, bulbs, tree seedlings and shrubbery so that resulting growth will produce attractive appearance.
  - d. Prunes trees and trims hedges to promote growth and improve appearance.
  - e. Mows lawns/fields.
  - f. Waters lawns and flower beds.
  - g. Adjusts and repairs equipment such as lawnmowers, sprinklers, hedge shears, etc. within scope of expertise.
  - h. Collects and disposes of leaves and refuse in accordance with state and municipal laws and district procedures.
  - i. Removes snow/ice as directed.
  - j. Reports to work during any emergency that may require the presence of grounds personnel such as inclement weather and building emergency to assist other employees in fulfilling duties.
  - k. Maintains and prepares athletic fields in accordance with sporting regulations and district procedures.
  - l. Works in other capacities within the school facilities during inclement weather or custodial absences as assigned.
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
  - b. Keeps the Head of Maintenance and Grounds informed about his/her activities and accomplishments.
  - c. Maintains an inventory of supplies, equipment and tools, and initiates requisitions for replacements as needed.
3. Professional Improvement
- Participates in staff development opportunities to enhance job-related skills and knowledge.
4. Other Assigned Tasks
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Head of Maintenance and Grounds, or

the School Business Administrator/School Board Secretary or designee.

- TERMS OF EMPLOYMENT:** Twelve-month year. Salary as established by the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
- EVALUATION:** Performance will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Support Personnel and the terms of the Holmdel Township Board of Education/Holmdel Township Education Association.
- SOURCE:** Regular Board Meeting
- DATE:** March 17, 1993
- REVISED:** June 14, 1995
- REVISED:** June 10, 2009