

Job Title:	Maintenance Groundskeeper	Wage/Hour Status:	Non-Exempt
Reports to:	Regional Supervisor	Pay Grade:	402
Dept/School:	Maintenance Building and Grounds	Date Revised:	September 12, 2024

Primary Purpose

Perform maintenance and restoration of campus grounds and facilities by providing assistance to various district departments.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education
OR Two (2) years of grounds experience
Valid Texas Driver's License

Special Knowledge/Skills

- Knowledge of basic construction and routine maintenance and repair procedures
- Ability to follow verbal and written instructions
- Ability to operate hand and power tools
- Ability to work independently

Major Responsibilities and Duties

1. Load or unload trucks and move materials by hand or hand truck.
2. Clean school grounds.
3. Open or close crates of materials.
4. Maintain landscape areas such as pruning, removing weeds, and edging grass areas.
5. Sort and stack lumber or building materials.
6. Handle materials for other work jobs, dig ditches, and push wheelbarrow loaded with concrete, sand, dirt or similar materials.
7. Follow established safety procedures and techniques to perform job duties; correct unsafe conditions in the area and report conditions that are not correctable to the supervisor immediately.
8. Maintain tools and equipment and perform preventive maintenance as required.
9. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Power tools (drill, saw, etc.), hand tools, wheelbarrow, hand truck, light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work indoors and outdoors. Exposure to extreme temperatures, dust, fumes, and odors. Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work around moving objects and vehicles. Must be able to lift 45 pounds and over. Frequent districtwide travel. Flexible work schedule may include Saturday and Sunday as regular workdays.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230-2031; Section 504 inquiries regarding students may be referred to at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a al 230-2856.