

Job Title: Maintenance Gardener/Crew Leader	Wage/Hour Status: Hourly
Reports to: Regional Supervisor	Pay Grade: 403
Dept/School: Maintenance Building and Grounds	Date Revised: September 20, 2023

Primary Purpose

Maintain safe and attractive grounds and landscaping for the district.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited instruction of higher education
Valid Texas Driver’s License

Special Knowledge/Skills

- Ability to read and understand written instructions
- Good communication skills
- Ability to operate tractor and landscaping equipment
- Ability to operate riding or power mower, power tools, and hand tools

Experience

Five (5) years related experience
One (1) year supervisor experience

Major Responsibilities and Duties

1. Mow and detail District grounds, including athletic fields.
2. Care for trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds. Water grounds and apply fertilizer.
3. Plant shrubs and vegetation.
4. Assist with preparation and chalking of athletic fields for games.
5. Collect and dispose of leaves, dirt, rubbish, and refuse from District facilities.
6. Assist with inspection, repair, and installation of sprinkler systems.
7. Operate tools and equipment according to prescribed safety procedures.
8. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
9. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor, immediately.
10. Help maintain vehicles, equipment, and tools in safe operating condition.
11. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance, as needed.
12. Transport workers and equipment to work sites throughout the district.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Tractor, mower, riding and power mower, gas-powered weed trimmer, blower, edger, sprayer, striping machine, garden and hand tools, posthole auger, and aerator. Light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching; heavy lifting and carrying. Physically able to lift 20-100 pounds. Ability to operate motor vehicles (heavy equipment).

Work outdoor in varying climate conditions; work around machinery with moving parts; work around moving objects or vehicles. Exposure to chemicals (herbicides and fertilizer) and loud noises; exposure to dampness and humidity and slippery or uneven walking surfaces. Frequent Districtwide travel. Occasional irregular hours.

Terms of Employment

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

Flexible work schedule may include Saturday and Sunday as regular workdays.

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.