

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Groundskeeper 2**

**IMMEDIATE SUPERVISOR**      Facilities Coordinator

**GENERAL DUTIES**

Performs general maintenance assignments in the grounds, irrigation, and/or building trades. Maintains and repairs machinery, equipment and District facilities. Assists other maintenance personnel in the completion of work orders and assignments. May direct, coordinate, schedule, and oversee the work of Groundskeeper 1's. Works under the direction of the Maintenance Supervisor or Facilities Coordinator.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent is required
- B. One to three years of satisfactory employment in general maintenance, grounds and/or related skilled trade
- C. Experience in grounds keeping equipment maintenance, machine shop operation, or mechanical repair
- D. Ability to understand and follow oral and written directions
- E. Hold a valid State of Oregon Driver's License
- F. Hold a valid Pesticide and Herbicide Applicator's license
- G. Possess good mechanical aptitude and experience in general building trades or equipment repair and operation
- H. Experience in grounds keeping, equipment or machine operation, or custodial work
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English
- J. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Performs routine maintenance work such as installing recreational equipment and fences, digging ditches, laying pipe, and moving bleacher, etc.
- B. Performs grounds keeping duties operating a variety of power tools and equipment
- C. Operates light gas powered automotive equipment
- D. Performs basic construction work in concrete, wood, metal and other applicable materials
- E. Perform preventative maintenance, routine adjustments and repairs to equipment
- F. Direct, coordinate, schedule and oversee the work of Groundskeeper 1's
- G. Loads, deliver, and unloads supplies and equipment
- H. Assists other skilled maintenance workers performing plumbing, painting, electrical, carpentry, construction or repair work
- I. Mows lawns, prunes shrubs and trees

- J. Applies pesticides and herbicides as required
- K. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling				X	
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead					X
Reaching extension					X
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: 10-35lbs.					X
Maximum weight: 60-75 lbs			X		
*Lifting/Carrying Maximum weight: 5-50 lbs.				X	
Maximum weight: 60-75 lbs.			X		

\*Identify items typically moved: \_\_\_\_\_

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**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Less Than 12-Month**

**Pay Grade: B**

**Last Revised:**     January 2012

