

## **Killeen Independent School District Job Description**

**Job Title:** Grounds Care Worker  
**Department:** Plant Services  
**Reports To:** Grounds Care Zone Lead  
**FLSA Status:** Non-exempt

### **SUMMARY**

Maintains grounds of Killeen Independent School District property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Cuts lawns. Trims and edges around walks, flower beds, and walls.

Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.

Rakes and bags leaves.

Cleans grounds and removes litter.

Spreads salt or sand on public passage ways to prevent ice buildup.

Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs.

Repairs fences, gates, walls, and walks.

Cleans out drainage ditches and culverts.

Sharpens tools such as weed cutters, edging tools, blades, and shears.

Makes minor repairs on equipment such as lawn mower and spreader.

Performs other duties as assigned by the Grounds Care Zone Lead or Grounds Care Foreman.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Less than high school education, high school diploma, or GED. Prior experience or training in grounds maintenance preferred.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess current driver's license.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually loud.

**Prepared By:** John Paradice, Auxiliary Staffing Specialist

**Prepared Date:** October 27, 1998

**Reviewed/Revised By:** Tom Schatte, Professional Standards Administrator

**Reviewed/Revised Date:** March 1, 2005

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