

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

**Job Title:** Grounds Care Zone Lead  
**Department:** Facilities Services  
**Reports To:** Grounds Foreman  
**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.

Performs preventative maintenance and services and makes minor repairs on equipment.

Follows all applicable safety codes and standards.

Responds to emergency situations outside of normal working hours as required.

Operates motor vehicles and engine powered equipment.

Transports grounds equipment to worksites and repair facilities as required.

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

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 1 to 4 employees in the facilities services. Carries out supervisory

responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training and counseling employees; planning, assigning, and directing work.

### **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**

High school diploma or general education degree (GED), and three to twelve months related experience or training, or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several 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.

**Reviewed/Revised Date:** September 28, 2022

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.