

**JOB DESCRIPTION**

## JOB TITLE/ASSIGNMENT

**JOB TITLE:** Grounds Crew 2

**REPORTS TO**: Director of Facilities

**REQUIREMENTS**: Experience in maintaining campus grounds in educational facilities

 High school diploma or equivalent

 Possess a valid driver’s license

 Knowledge of, or capability to learn, various pieces of technology including computers, iPads and phones

 Capable of following instructions in lining and repairing athletic fields including both artificial and natural turf, trimming of trees and shrubs using safe and proper techniques in mowing turf

 Ability to work independently and in a team environment

 Self-starter

 Receive and understand instructions in English-written and oral

 Ability to interact appropriately with students, faculty and administration

 Ability to learn and abide by community expectations established by Lake Zurich CUSD 95

**WORK YEAR:** 12 month, Full Time

 Monday – Friday, 6AM – 2:30 PM

Overtime as needed

The position of Grounds Crew 2 is responsible for assisting in maintaining school grounds including athletic fields and parking lots, trimming trees and bushes, mowing of athletic fields and snowplowing.

## RESPONSIBILITIES/DUTIES

**ESSENTIAL JOB FUNCTIONS:**

1. Follow instructions in repairing turf, artificial and natural.
2. Assists in the preparation of athletic fields for practices and games.
3. Maintain a safe educational environment by completing assigned tasks in a professional manner.
4. Move boxes of supplies and equipment between schools and administrative buildings.
5. Assists in maintaining the District’s fleet of trucks and grounds equipment.
6. Assist after hours and on weekends through snowplowing, salting and last minute changes to the Athletic calendar.
7. Respond to specific requests in a timely fashion.
8. Operate various types of motorized and power equipment including, but not limited to, pick-up trucks, snowplows, vans, drills, lifts, chain saws, weed trimmers, tractors of various sizes.
9. Perform other duties as assigned.

**ADA Requirements:**

1. **While performing the duties of this position, the employee is regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools or controls, and talk or hear.**
2. **Frequently required to reach with hands and arms, bend or twist at the neck and trunk, squat, stoop or kneel, reach above the head and reach forward.**
3. **Continuously uses hand strength to grasp tools and climbs onto ladders, lifts and/or scaffolding and work at heights of 15 feet or more.**
4. **Must frequently lift and/or move up to 50 pounds or more.**
5. **Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.**

### PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings.  Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting).  Exposure to noise and activity of a school setting.  Exposure to weather conditions.  Ability to travel outside the district for a variety of meetings and conferences.

### TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

## ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_