**Murfreesboro City Schools**

**Grounds Keeper**

**Department of Finance and Administrative Services**

**Division of Maintenance**

**Revised on 06/29/2018**

**Credentials:** Must have a valid Tennessee Driver’s License.

**Other Qualifications:** The person in this position must be safety oriented, work well without close supervision, understand or be able to quickly learn the proper use and maintenance of heavy lawn equipment. This person must have legal authorization to work within the United States of America. This person must have knowledge of and/or the ability to learn about the care and proper use of tools and equipment used in maintaining school grounds and related facilities. This job requires someone who is able to perform frequent overtime work, which may involve late night or early morning hours. This employee must be able to work well with other people; behave responsibly especially around children; be flexible and able to abruptly change from one activity to another without loss of efficiency or composure; and use good judgment in the performance of duty. The person in this position must be able to operate various types of lawn equipment. The employee is subject to a post offer physical examination from the physician showing a satisfactory health record and stating the employee is free of any contagious or communicable disease in such form as might endanger the health of school children. All employees hired after January 1, 2000 are required (post offer and prior to commencement of the employment duties) to supply fingerprint samples which are submitted to a criminal history records check conducted by the Tennessee Bureau of Investigation. All hiring decisions are contingent upon satisfactory criminal background check results.

**Physical Demands:** Work is usually performed in an outdoor environment on the Murfreesboro City Schools grounds and related facilities as required. The employee is exposed to extreme temperatures, loud noises, mechanized equipment, dirt, dust and fumes. The person is required to wear proper protective equipment when needed (i.e. safety glasses, ear protection, gloves). This position requires a great deal of physical exertion during periods of extreme weather conditions. This employee must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to l00 pounds and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance.

**Essential Job Functions:** The primary duty for this position is to maintain grounds of school property and related facilities in a clean and attractive condition. Important job functions include, but are not limited to, the following:

1. Coordinate, supervise and participate in the ground maintenance and gardening work of all Murfreesboro City schools and related facilities.
2. Prepare seeding or transplanting beds by cultivating soil and adding fertilizer or chemicals if needed.
3. Plant grass, tree seedlings, flowers and shrubs so that resulting growth will produce an attractive appearance.
4. Remove dead trees and shrubs and replace them with healthy plants of the same variety.
5. Prune tees and trim hedges to promote growth and improve appearance.
6. Operate equipment and oversee mowing, trimming and edging of all schools and related facilities.
7. Maintain all playground equipment, keeping it in a safe condition at all times.
8. Inspect flowers, shrubs and trees for evidence of insects, fungi and other pests and spray or dust chemicals on infected areas when needed.
9. Adjust and repair such equipment as lawnmowers, hedge shears, weed eater, etc.
10. Shovel snow from sidewalks or driveways and spread sand, salt or ice melt to prevent slipping.
11. Collect and dispose of limbs and refuse along the street side of each campus.
12. Repair outdoor chairs and benches.
13. Water trees, shrubs and flowers as appropriate during dry periods.
14. Operate various tools, including but not limited to, weed eater, lawn mowers, chainsaw, hedge shears, post driver, sledge hammer, shovel, and rental equipment. When renting equipment, it is require to receive the training offered on the equipment by the rental firm.
15. Must be able to perform job duties as described on essential functions addendum.
16. Perform a variety of maintenance duties, such as moving furniture, equipment, books, etc., at a moment’s notice even when yard work duties are not completed.

**Staff Relationship:** Reports directly to the Supervisor of Maintenance

**Terms of Employment:** Twelve (12) months, hourly rate with benefits local scale, set annually by Board of Education. Non-exempt.