

**MAINTENANCE  
GROUNDS/ATHLETIC FIELDS KEEPER**

**JOB SUMMARY**

Responsible for the execution of all maintenance and assigned projects related to grounds upkeep and general maintenance in the Lebanon Special School District.

**QUALIFICATIONS**

- High school diploma (or GED)
- Maintain clean, neat personal appearance to present the proper appearance when working
- Able to communicate with others in a positive manner
- Must be able to lift 50 lbs. frequently, 100 lbs. occasionally and 100+ lbs. with assistance
- Command the respect of students and teachers by setting a good example
- Such alternatives to the above qualifications as the Assistant Director/Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Assistant Director of Schools
- Provide proper, timely service to the Lebanon Special School District: easy to get in touch with, agreeable to working with staff on all concerns, maintain good communication, accommodating and exhibits a sense of urgency when needed
- Communicate with immediate supervisor about task-related concerns
- Meet work specifications and quality standards for each job
- Ensure job completions and quality work
- Inspect assigned work sites before work begins and at completion
- Ensure that good housekeeping and safe work practices are followed
- Schedule work in a manner that will least impact the normal school activities at the affected facilities
- Coordinate with other jobs in maintenance to ensure the orderly operation of the Lebanon Special School District
- Read and write in English
- Follow verbal and written directions
- Ability to complete basic maintenance tasks
- Lift, bend, climb and kneel to complete assigned tasks
- Able to tolerate heights and work off a ladder or scaffold as necessary
- Operate and care for tools required to do the assigned job
- Operate any and all equipment used in grounds maintenance
- Assist with all assignments related to grounds upkeep and care
- Build, repair, and install fences
- Cut and trim grass, weeds, brush and trees as required
- Maintain grounds at Central Office and all athletic fields with proper fertilization and weed control programs
- Determine and communicate when fields are unsafe for use
- Secure the areas of all athletic fields
- Remove trash, trees, brush, limbs and debris from school sites
- Collect and deliver equipment and materials needed for the project
- Respond to "after hours" emergency work as needed
- Maintain cooperative and effective working relationships with others
- Record progress of all jobs and provide regular status reports (utilize work order system)
- Seek ways to conserve materials and increase efficiency as appropriate
- Work under adverse weather conditions when the need arises
- Perform other duties as assigned by Assistant Director/Director of Schools