

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Grounds Care Technician  
**Prepared Date:** 7/1/2015  
**Revised Date:** 9/1/2021  
**Work Year:** 261 days  
**Department:** Facilities  
**Reports To:** Trades Foreman  
**Salary Range:** Skilled Trades/General Utility – ACME Negotiated Agreement  
**Benefits:** Fringe Benefits based on ACME Negotiated Agreement  
**Status:** Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Grounds Care Technician is to maintain school grounds in top condition to ensure full and productive use of District facilities. Performs general maintenance assignments in the grounds, irrigation, and/or building trades.

**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. The physical demands, work environment factors, and mental functions described below 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.

**REQUIRED:**

- High School Diploma or equivalent
- Minimum of one (1) year of applicable experience
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must be insurable by the District's insurance carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Arborist Certification
- Certification related to landscape design, horticulture, or related subject

**SKILLS AND KNOWLEDGE:**

- Excellent interpersonal and communication skills.
- Knowledge of tools, supplies, and equipment used by trades areas (carpenters, plumbers, electricians, etc.)
- Basic computer skills
- Ability to operate equipment properly so that it is not damaged
- Ability to establish and maintain harmonious relationships with public and co-workers
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.
- Knowledge of the soil and features of the terrain to determine the proper maintenance/repair approach according to the conditions of the surface and subsurface
- Prioritize, plan, organize, and execute work effectively, act independently, and exercise initiative in the performance of job duties.
- Ability and willingness to take ownership/responsibility for project completion and provide initiative in reaching organizational goals.
- Ability to work under pressure performing a multitude of ongoing tasks and last-minute deadlines and changes with minimal errors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and

whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist in maintaining school grounds in top condition
- Assist in promoting the safety, health, and comfort of students and employees on school grounds
- Keep all District properties neatly mowed and trimmed
- Assist with seeding/sodding, fertilizing, and herbicide application as necessary
- Plant, prune, and remove all trees and shrubbery as needed
- Operate gasoline and diesel powered landscaping equipment with wheeled or crawler type traction
- Operate various large equipment including tractors with bulldozer blades or scraper attachments, front end loaders, backhoes, trench diggers, etc.
- Maintain all equipment properly (includes checking oil and fuel prior to operation)
- Perform basic construction work in concrete, wood, metal, and other applicable materials
- Assist in installation, maintenance, and repair of sprinkler systems
- Maintain, repair, layout, and stripe athletic fields including artificial turf at Dutch Clark Stadium
- Perform various landscaping duties in installing, maintaining, and repairing playground equipment, asphalt work, concrete flat work, chain-link and wood fencing, and laying brick, block, and stone
- Assist in roofing repair, replacement and waterproofing as needed
- Perform snow removal from school district building walkways, entrances, and parking areas
- Collect trash as necessary
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance projects
- Adhere to all district health and safety policies
- Load, deliver, and unload supplies, equipment, and materials within and between buildings
- Perform preventative maintenance, routine adjustments, and repairs to equipment
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- Work independently with minimal supervision

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by Trades Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities and Construction Management.

The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 7.5-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 - 7.5 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)					X
Crawling				X	
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead					X
Reaching extension					X
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: <b>100 lbs.</b>				X	
Lifting Maximum weight: <b>100 lbs.</b>				X	
Carrying Maximum weight: <b>75 lbs.</b>			X		

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate but a employee may be exposed to very loud noises that can damage hearing without proper protection. The employee may work inside and outside in all different weather conditions including extreme cold and extreme heat. The employee may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin from irritation and infection. Regularly exposed to the possibility of receiving cuts and serious injuries and risk of electrical shock while performing work using power tools and systems