

## WARREN HILLS REGIONAL

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### **GROUNDS MAINTENANCE STAFF**

I. Position Title:        Grounds Maintenance Staff

II. Qualifications:

1. High school diploma or equivalent
2. Valid New Jersey Driver's License with a clean record.
3. Good health, moral character and the physical ability to handle all aspects of the job requirements.
4. Ability to read, write and communicate effectively with staff, students and the community.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Minimum experience in grounds maintenance, athletic field care methods and equipment repairs.

III. Reports to:    Director of Athletics & Students Activities/Director of Buildings & Grounds

IV. Job Goal:        To maintain all exterior areas of the school district

V. Performance Responsibilities:

#### Operations and Maintenance

1. Maintains all grass fields at appropriate levels utilizing procedures approved by the board of education and the State of New Jersey.
2. Maintains all artificial turf fields as per manufacturer's recommendations.
3. Maintains all trees, shrubbery and ornamental plantings as needed.
4. Performs minor repairs/maintenance as needed on district owned facilities and equipment.
5. Communicates with the Director of Athletics & Student Activities/Director of Buildings & Grounds and Building Administration prior to and during inclement weather procedures.
6. Removes snow and ice from walkways; utilizes other snow removal equipment as needed.
7. Prepares athletic fields for games and practices as scheduled by the athletic department.
8. Moves supplies, furnishings and equipment as requested by the district administration.
9. Performs annual maintenance on all grounds equipment.
10. Maintains an inventory and recommends purchase of supplies and equipment.
11. Completes pesticide reports, grounds condition reports and other records as required. Reports all hazardous conditions to the Director of Athletics & Student Activities and the Director of Buildings & Grounds.

12. Maintains preventative maintenance logs and other records as required.
13. Performs related duties as required for daily operation of the school.
14. Requisitions, inventories, warehouses and plans yearly usage of all grounds supplies used in the operation of the facility in accordance with state law and district policies.
15. Assists the Director of Buildings & Grounds with the preparation of the annual grounds budget.
16. Performs other duties which may be within the scope of employment as assigned by the Superintendent or designee.

Terms of Employment: Salary to be determined annually by the board of education

Annual Evaluation: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluations.

Adopted: March 2, 2021