

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Maintenance

Posting Dates: August 10 - 16, 2017

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Groundskeeper	8.0 hpd/Temporary	Support Service Center
<i>Teamsters Salary Schedule</i>		

Job Purpose Statement/s: The job of "Groundskeeper" is done for the purpose/s of maintaining attractive grounds area/s; ensuring the availability of required equipment; protecting against erosion; and maintaining grounds for assemblies and/or recreational activities.

Essential Job Functions:

- * **Cleans** landscaped areas and related items (e.g. storm drains, rain gutters, etc.) for the purpose of preventing flooding and removing hazards.
- * **Maintains** grounds keeping equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- * **Maintains** landscaping (e.g. lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- * **Plants** various landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the areas attractive and protecting against erosion.
- * **Prepares** documentation for the purpose of providing written support and/or conveying information.
- * **Prepares** grounds (e.g. ball fields, courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies and/or recreational activity.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Evaluates** landscaped areas, equipment, sprinkler systems and grounds (e.g. fields, parking areas, etc.) for the purpose of identifying repairs and/or replacement needs, maintain schedules and preventing erosion.
- * **Requests** materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.

- * **Transports** various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.

Job Requirements - Qualifications:

- * **Experience Required:** Prior job related experience.

- * **Skills, Knowledge and/or Abilities Required:**

Skills to read and interpret plans; operate equipment in safe manner, perform basic math necessary to calculate fertilizer and chemical applications.

Knowledge of methods and use of tools and equipment utilized in grounds maintenance; safe work practices standards for safe use of fertilizers, chemicals and equipment.

Ability to walk for prolonged periods, follow oral and written instructions, work independently with minimal supervision, perform a variety of tasks. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling, talking/hearing conversations, far visual acuity.

- * **Education Required:** High School diploma or equivalent.

- * **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Scott Niemann, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Personnel Office at least three days prior to the date on which the requested accommodation is needed. Personnel Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.