

OLYMPIA SCHOOL DISTRICT NO.

Job Category: Maintenance

Posting Dates: January 18 – 24, 2024

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 – Ingersoll Stadium	8.0 hpd/Temporary	Support Service Center
<i>Temporary 8-week assignment. Position works 40 hours per week; hours vary based on facility needs.</i>		
<i>Successful applicant will be required to pass a job specific medical evaluation within the first 90 days of assignment. Olympia School District will review applicants for this job opening, and will extend an offer of conditional employment to the successful, most qualified, applicant. A conditional job offer is contingent upon receipt of results of a satisfactory physical examination designed solely to determine if the successful applicant has the physical ability to perform the lifting, carrying, bending, climbing, sustained physical effort, and all other physical duties of the position being offered. The conditional job offer will be valid for 2 weeks; the district will provide instructions on where and how to obtain the required physical examination. The physical examination will be conducted at no cost to the successful applicant.</i>		
Salary: Teamsters Salary Schedule - \$27.13 - \$31.73 per hour		

Job Purpose Statement/s: The job of "Groundskeeper/Stadium Keeper" 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 schools and/or recreational activities. The position is generally assigned to Olympia High School and Ingersoll Stadium and environs, but also will provide significant support to Pioneer Elementary and Washington Middle schools and any other school as assigned.

Essential Job Functions:

- Cleans Stadium spaces including coach's offices, locker rooms, restrooms, grandstand seating, landscaped areas, trash cans, misc. areas and related items (e.g. storm drains, rain gutters, etc.) for the purpose of preventing flooding and removing hazards.
- Maintains and repairs grounds keeping equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains landscaping (lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc.) also natural and artificial turf areas for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Plants various landscaping materials (lawns, shrubbery, flowers, etc.) for the purpose of keeping the areas attractive and protecting against erosion.
- Prepares computer and written documentation for the purpose of providing written support and/or conveying information.

- Prepares grounds (ball fields, courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies and/or recreational activity including emptying trash from fields at all supported schools and coordinate this work with stadium user groups.
- Transports various items around the district in support of district activities and for the purpose of providing materials at job sites required to complete tasks.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Leads teams and assigns work to employees assigned to work events at the Stadium.
- Evaluates landscaped areas, equipment, sprinkler systems and grounds (fields, parking areas, etc.) for the purpose of identifying repairs and/or replacement needs, maintain schedules and preventing erosion. Issues Work Orders for needed repairs by other trades.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Varied work shifts will be determined by management to support a wide array of events at the stadium and the high school. Typically, the work day during the school year will be a swing shift: In June and July there is an opportunity to work an earlier shift if desired. Swing shift is defined as 11:30 a.m. to 8:00 p.m., Tuesday – Thursday and 1:30 p.m. to 10:00 p.m. on Friday. Saturday hours will vary dependent on stadium needs but is typically 9:00 a.m. to 5:30 p.m. Management reserves the right to flex this schedule based on stadium and grounds department needs.

Job Requirements - Qualifications:

- Experience Required: Prior job related experience.
- Skills, Knowledge and/or Abilities Required:
 - Demonstrated skills to read and interpret plans; operate equipment in safe manner, perform basic math necessary to calculate fertilizer and chemical applications.
 - Demonstrated skills to maintain, repair, and refurbish mowers, grounds power tools, grounds hand tools, grounds rolling stock.
 - Ability to clean restrooms, locker rooms, stadium seating, public gathering areas.
 - Demonstrated skills in maintaining and repairing fences, sidewalks, irrigation systems, playground equipment, and other outdoor items.
 - 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 and perform a variety of tasks. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling, talking/hearing conversations, far visual acuity.
 - Uses district computer software to obtain work orders, log in to timekeeping system, send, receive and respond to e-mails.

- Works collaboratively with grounds team members in accomplishing tasks and responsibilities

Education Required:

- 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. Fit for duty testing will also be required.

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, jwhitehead@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

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 Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.