

**School District No. 53 (Okanagan Similkameen)
Job Description**

JOB TITLE: **GROUNDS KEEPER**

JOB NUMBER: 311

RESPONSIBLE TO: Director of Facilities or Designate

JOB SUMMARY: Under the supervision of the director of facilities or designate, assists in all aspects of school district's outdoor areas.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. establish priorities, coordinate, schedule, assign, monitor work of the grounds crew;
2. design or assist in designing hard and soft outdoor surfaces including irrigation;
3. install and maintain grass and irrigation, parking areas, walkways and gardens, (including plant, cultivate, and prune shrubs, trees, plants, and fencing);
4. design, install, inspect and maintain playground/sports field equipment;
5. operate grounds equipment such as trimmers, tractors, push and riding mowers;
6. apply pesticides and herbicides;
7. orientate and train grounds crew to sites, equipment, and procedures including health and safety orientation;
8. maintain records, forms and documents;
9. maintain a clean worksite at all times;
10. initiate work orders for maintenance services and equipment repairs;
11. may be required to respond to emergency call-outs and/or repairs;
12. keep current by participating in job-related training and staff development;
13. communicate positively and effectively, and interact as a collaborative and consultative team member;
14. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, and CSA Children's Playspaces and Equipment Standards;
15. maintain confidentiality; and
16. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. two-year approved horticulture diploma in either turf management or landscape design and installation or equivalent;
2. BC pesticide applicator certificate and approved playground inspector and design certificate(s);
3. Class 5 BC driver's licence with trailer endorsement (Code 20) and a safe driving record (driver abstract required);
4. two years experience, obtained within the last four years, in horticulture management including supervision of crew, use of relevant computer software (such as Excel, Word and irrigation software) and operation and service of equipment;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organization skills; and
8. physical ability to perform all aspects of the position.

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Note: Clear criminal record checks are required prior to employment with the district.