

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, and oversees and coordinates the work of grounds workers.

JOB DUTIES AND RESPONSIBILITIES:

1. coordinates, assigns and supports work of grounds workers, including establishing priorities, scheduling tasks, monitoring work and supervising workers;
2. orientate/train grounds workers to sites, equipment, and procedures including health and safety orientation;
3. design or assist in designing hard and soft outdoor surfaces including irrigation;
4. install and maintain grass, irrigation, parking areas, walkways, gardens and fencing (including plant, cultivate, and prune shrubs, trees, plants);
5. inspect, repair and maintain playground equipment, fall surfaces and sports fields;
6. operate grounds equipment such as trimmers, tractors, push and riding mowers, and initiate work orders for equipment maintenance and repairs and recommend purchase of equipment;
7. snow removal including supporting maintenance crew, coordinating snow removal contractors and ordering supplies;
8. engage contractors for application of herbicides for fields as needed;
9. liaise with and support to contractors regarding projects in consultation with supervisor;
10. request quotes from suppliers as directed by supervisor;
11. maintain records, forms and documents;
12. maintain a clean and safe work environment;
13. may be required to respond to emergency call-outs and/or repairs;
14. participate in job-related training and staff development;
15. communicate positively and effectively, and interact as a collaborative and consultative team member;
16. 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;
17. maintain confidentiality; and
18. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. two-year approved horticulture diploma in either turf management or landscape design and installation or equivalent and approved playground inspector certificate;
2. Class 5 BC driver's licence with trailer endorsement (Code 20) and a safe driving record (driver abstract required);
3. 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;
4. ability to take direction from supervisor(s) and work as part of a team;
5. effective communication skills in verbal, written and electronic format;
6. strong problem-solving and organization skills; and
7. physical ability to perform all aspects of the position.

Rev May 22, 2024

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