



Clarkdale-Jerome Elementary School District #3  
1615 Main Street  
Clarkdale, Arizona 86324  
Phone (928) 634-5035 – Fax (928) 639-0917  
“Every Student, Every Day, Preparing for Tomorrow”

**MAINTENANCE/GROUNDSKEEPER**

**SUMMARY:** Performs grounds keeping and maintenance services to outdoor grounds and athletic fields at district facilities to ensure a clean, attractive and safe environment for students and staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Attends to regular schedule of grass mowing, edging and weed control
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs
- Sprays lawn, shrubs, and trees with fertilizer
- Further monitors and maintains grounds and fields by raking, thatching, aerating, grading, etc.
- Rakes and bags leaves, cleans grounds and removes litter
- Plants grass, flowers, trees, and shrubs
- Waters lawn and shrubs; maintains sprinklers, irrigation and water systems
- Repairs fences, gates, walls, and walks
- Cleans out drainage ditches and culverts
- Sharpens tools such as weed cutters, edging tools, and shears.
- Makes minor repairs on equipment such as lawn mower, spreader, and like equipment.
- Operate light motorized equipment (tractor, mower, trimmers, etc)
- Work with campus maintenance to assist with snow removal as needed
- Paints athletic fields and courts for events and re-stripping parking lots and curbs around campus
- Sweeps and maintains sidewalks and parking lot areas
- Attends to the painting needs of district facilities
- Makes repairs to walls, ceilings, floors, windows, window frames, and performs other carpentry related duties
- Tends to minor repairs throughout the campus
- Completes custodial work when necessary
- Monitors and responds to fire and burglary systems
- Empties trash receptacles
- Other duties as may be assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate mechanized garden equipment
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

- High School diploma or equivalent
- 1 year previous grounds keeping experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, climb, kneel, twist, bend, stoop, stand, walk and operate mechanical controls. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position.*