



Dr. Kenneth Wallace
Superintendent

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October 3, 2019

**JOB VACANCY
HEAD GROUNDSKEEPER
MAINE EAST HIGH SCHOOL**

Position Description and Job Requirements and Responsibilities:

- Supervise in the maintenance of grounds and related equipment in the absence of the Director of Buildings & Grounds.
- Ability to maintain and care for school grounds. Perform all aspects of landscape maintenance.
- Supervise seasonal workers, part-time or full-time staff assigned to grounds and personnel assigned to snow removal operations.
- Must be able to lift and move moderate loads (40-60 lbs.) on a regular basis and heavier loads (60-100 lbs.) on less frequent basis.
- Able to layout, maintain and mark athletic playing fields and related equipment.
- Possess and maintain a valid Illinois "D" with no restrictions.
- Ability to read blueprints, schematics and sketches.
- Ability to work overtime as required.
- Ability to operate snow and ice management equipment and run the snow and ice removal operations in the absence of the Director.
- Demonstrates proficient use of English language in written and oral forms.
- Excellent verbal and written communication skills.
- Use/operate computer equipment and software related to the position.
- Establish and maintain effective working relationships with all staff and the public.
- Other duties as assigned by Director, Principal or the School Board may deem appropriate.

The qualified candidate will be able to successfully operate and possess a working knowledge of:

- Hand tools
- Power tools
- Computer systems and software
- Synthetic Turf maintenance
- Vehicle & trailer maintenance & operation
- Tractors, loaders, farm implements and other heavy equipment maintenance & operation
- 2-way radio operation
- Chemical pesticide application
- Small equipment repair
- Snow and ice removal operations

The qualified candidate will hold the following education/certifications or experience:

- High School Diploma (Preferred Landscape Certification or Degree)
- Illinois Pesticide Operator's license or able to obtain within 6 months of employment. (Illinois Pesticide Applicator's license is preferred.)
- Minimum 3-5 years experience in scheduling and coordinating grounds work.
- Minimum 3-5 years experience in scheduling and coordinating snow and ice removal operations and ability to perform routine maintenance on snow removal equipment.
- Minimum 3-5 years experience in athletic field maintenance.
- Minimum 3-5 years experience in operation of grounds equipment and ability to perform routine maintenance on that equipment.
- Experience in construction trades and infrastructure maintenance.
- Any equivalent combination of education and/or experience which provide the applicant the knowledge, skills and abilities to perform the essential duties and responsibilities of the position may be acceptable.

The Head Groundskeeper is responsible for:

- Maintains and cares for school grounds and performs all aspects of landscaping maintenance; including the following but not limited to: mows, trims and maintain turf areas; chemical and physical removal of weeds; rake and remove leaves, ground litter and trash container pickup; ground level tree and shrub maintenance; woodchip and ornamental bed maintenance; planting and installing plant material; watering turf and plant materials.
- Determines daily work assignments for grounds crew and monitors work to completion.
- Supervises seasonal workers, part-time or full-time staff assigned to grounds and personnel assigned to snow removal operations.
- Train grounds workers on safe work practices and equipment use.
- Maintain and repair grounds infrastructure as needed.
- Maintain athletic fields, equipment and associated inventories. Layout and mark athletic field.
- Maintain synthetic turf field and associated equipment.
- Maintain and repair grounds equipment, ensuring equipment operates safely, economically, and within established safety guidelines and regulations.
- Purchase parts, supplies and equipment as needed.
- Operate snow and ice management equipment and run the operation in the absence of the Director.
- Must be available for emergency call backs during holidays, weekends, and/or beyond the traditional work day.
- Other related duties as required or assigned.
- Must be physically able to perform the duties outlined above.

Environmental Conditions and Physical Demands of the position:

- Ability to work outdoors for prolonged periods of time in all weather conditions.
- Ability to work in a fast paced and sometimes stressful environment.
- Ability to work long hours if needed, in adverse climatic conditions.
- Be in good physical health and ability to do heavy physical work.
- Able to sit, stand, stoop, kneel and walk for long periods of time.
- Able to climb and work from ladders.
- Exposure to herbicides, chemicals, combustible material and high noise levels are to be expected.

Salary Range & Benefits:

- No less than \$61,485 annually
- IMRF pension – employee is vested after 10 years of employment
- 10 paid vacation days; 15 paid holidays; 14 sick days
- Medical & dental insurance
- Paid term life insurance policy equal to annual base salary

This vacancy is being posted both within and outside the District.

- Applications will be accepted through October 31, 2019.
- Applicants must submit an online application. The application website address is: www.generalasp.com/D207/onlineapp/

As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.