



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Groundskeeper/Machine Operator
SCHOOL/DEPARTMENT	Maintenance
SALARY	Salary Grade 59 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Maintenance
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Groundskeeper/Machine Operator performs grounds maintenance and landscaping functions at facilities of the school system to improve appearance. Work involves the responsibility for safe efficient operation, and maintenance of motorized equipment such as backhoes, mowers, edgers, and other types of power equipment. As a Machine Operator, this person maintains and repairs mowers and other grounds equipment for the Maintenance Department. Work involves identifying, diagnosing, and repairing malfunctions in mowers and equipment; responding to breakdowns, accidents or other emergencies; and testing equipment for compliance with OSHA safety standards. The Groundskeeper/Machine Operator is also responsible for performing minor engine and sub-assembly checks, repairs and replacements and checking lighting and wiring mechanisms for proper function.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of various grounds maintenance and landscaping functions
- General knowledge of safety precautions applicable to grounds maintenance

- General knowledge of the principles of supervision, organization and administration
- Skill in operating general grounds keeping equipment
- Skill in obtaining materials for and overseeing projects
- Ability to maintain and repair grounds keeping equipment
- Ability to train others in the use of grounds keeping equipment
- Ability to maintain schedules
- Ability to maintain simple logs and records.
- Considerable knowledge of the standard practices, tools, materials and equipment used in the repair and maintenance of a variety of small engines and equipment
- General knowledge of the operating principles of engines, and of the standard mechanical components of mowers and related equipment
- General knowledge of the occupational hazards and safety precautions associated with performing small engine and equipment repair work.
- Working knowledge of the principles of internal combustion engines and hydraulic systems
- Skilled in the use and care of tools, equipment, and materials used in the maintenance and repair of equipment
- Ability to exercise independent judgment and initiative in detecting malfunctions and in solving mechanical problems
- Ability to understand and follow oral and written instructions
- Ability to prepare and maintain simple records
- Ability to perform the manual labor associated with mechanical repair work
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from high school supplemented by training in landscaping and lawn maintenance
- One (1) to two (2) years of experience in landscape work and in the operation of a variety of motorized equipment
- Three (3) to five (5) years of training or experience in repair of small engines or maintenance of mowing or related equipment
- Any equivalent combination of training and experience which provides the required skills, knowledge and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles
- Must obtain a valid Class A Commercial Driver's License within one year of employment
- Certification as a fork lift operator and any other relevant certification needed for operation of applicable equipment

PREFERRED QUALIFICATIONS:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform ground maintenance and landscaping functions such as fencing, asphalt and concrete repair, grass mowing, dumpster cleanup, tree removal, pruning, etc.

2. Maintain the grounds, grass, shrubbery, trees, walkways, steps and retaining walls of all school properties
3. Maintain and repair vehicles and equipment
4. Provide training to other grounds keeping personnel in grounds keeping functions and equipment operation
5. Operate a backhoe in trenching, filling or other minor excavations
6. Operates mowers, trucks, edgers, trailers and other hand tools and hand powered equipment while landscaping
7. Ensure compliance with all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented
8. Perform quality control reviews to ensure the work is completed in accordance with defined standard procedures.
9. Request, maintains and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.
10. Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director or Assistant Director for consideration
11. Ensure assigned automotive equipment is operated and maintained as outlined in applicable district's procedures
12. Identify, diagnose, and make repairs to all types of grounds keeping vehicles and equipment including, but not limited to, checking for any worn components, replacing blades and grease fittings, and greasing and servicing equipment and performing small engine repairs
13. Check and rebuild carburetors, water pumps, and fuel pumps; check and replace timing chains, gears, radiators, and hoses; checks and replaces or repairs belts, vacuum hoses, mufflers, tail pipes, king pins, wheel bearings, tie rods, ball joints, steering gear boxes, power steering pumps, starters, batteries, alternators, brakes, diesel engine injectors, injector pumps, and glow plugs; and perform other general equipment maintenance activities
14. Test repaired equipment for compliance to OSHA and other safety standards
15. Operate specialized power tools to recondition complete sub-assemblies, including air gun, air hammer, air chisels, air ratchets, air drills, bearing press and forklift
16. Perform equipment body repair and re-paints equipment as necessary
17. Operate vehicle and assist in vehicle recovery and towing
18. Schedule and perform daily and preventive maintenance repairs
19. Troubleshoot and repair electrical wiring systems to include, but not limited to, ignition systems, lights, switches, buzzers, and gauges; repairs and replaces steering wheels, light covers and bulbs
20. Perform other duties as assigned by the Director of Maintenance or Assistant Director

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered medium to heavy physical work requiring the exertion of between 20 and 100 pounds of force depending on the particular task. Must be able to physically operate motor vehicles, including fork lifts and mowers.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*