



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Groundskeeper

Wage/Hour Status: Non-Exempt

Reports to: Physical Plant Operations Manager

Pay Grade: Manual Trades Employee
Pay Grade 2
(\$17,763.20 - \$26,176.32)

Dept./School: Physical Plant Operations

*Pre-screening may be conducted by an approved medical vendor prior to starting employment.

Initiated Date: October 13, 2003

Revised Date: May 5, 2011

District Primary Purpose:

To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose:

To provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

Qualifications:

Education/Certification:

Eighth grade or higher

Experience/Knowledge

At least one year of grounds/yard work preferred

Applicants must have demonstrated aptitude for assigned responsibilities or such other alternatives as appropriate and acceptable.

Use and care of hand power equipment and safe work practices, methods and materials used in grounds work. General knowledge of hedges, shrubs, flowers, grass, seeding, mowing, cultivating, and pruning. General knowledge of trees to include minor tree trimming.

Major Responsibilities and Duties:

1. Maintain grounds throughout the district in accordance to the department's procedures.
2. Practice good safety habits at all times in accordance to the District's safety policy.
3. Procure supplies, materials, and equipment for each assigned task.
4. Use and secure district equipment, tools, supplies, and vehicle.

5. Assist with the completion of minor projects.
6. Assist with the relocation of furniture throughout the district.
7. Regular and reliable attendance.
8. Mow and trim designated areas.
9. Remove trash from campus grounds and flower beds.
10. Maintain equipment clean and in safe operating condition.
11. Trim trees, prune hedges and shrubs.
12. Attend safety meetings, trainings, and other related sessions as needed.
13. Report all items in need of repair as observed during the site visits or in the performance of other duties.
14. Perform all other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively verbally. Some ability to read instructions.

Physical Demands/Environmental Factors:

1. Ability to stand, walk, talk, or hear, use hands to finger, handle or feel, push/pull, stoop, kneel, crouch or crawl, reach with hands and arms and taste or smell (67 to 99% of the work day).
2. Able to sit (0 to 33% of the work day).
3. Occasionally (0 to 33% of the work day) lift and/or carry objects weighing up to 100 lbs.
4. Special vision requirements include: 20/20 (corrected), ability to identify and distinguish colors. Be able to adjust eye to bring an object into sharp focus, judge distances and spatial relationships and observe an area peripherally.
5. Work environment; exposure to extreme hot and cold temperatures, wet humid conditions, working near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock, risk of radiation and work with some form of vibration (67 to 99% of the work day), work with explosive (0 to 33% of the work day).
6. The typical noise level for the work environment is moderate noise.

7. Hearing requirements include: ability to hear alarms on equipment, client calls and instructional from department staff.
8. Repetitive motion actions include: use of foot control, both feet (7+ hrs. of the workday), use of hands, both hands (7+ hrs. of the work day), grasping simple/light objects (7+ hrs. of the work day), grasping firm/heavy objects (7+ hrs. of the work day).

POSITION WORKING DAYS: 244 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____