

ATTACHMENT X-L

ATTACHMENT X-L:	Approval of Job Description
Suggested Motion:	Approve the Job Description for District Maintenance Specialist
Recommended Action:	Approve as presented.

Rationale: I am recommending that we adjust the job description and the hours to more accurately reflect how this currently vacant groundskeeper position is being used. This was originally approved as a 24 hour a week position, but over the last three years, the hours have averaged a full time position and qualified for insurance. This position is currently with NBESS, but if approved would move to a district non-bargained employee. NBESS is in agreement that this it should become a district position. It also allows for flexibility to take care of the grounds as well as assist with maintenance, transportation, or district custodial needs. We would ask this employee to have a CDL license and also licenses to apply turf products.

Salary Range: \$30,000 to \$35,000 with IMRF

North Boone

Community Unit School District 200

JOB DESCRIPTION – NON-CERTIFICATED

Position/Title: District Maintenance Specialist

Reports to: Director of Facilities

Qualifications

1. Previous experience in landscaping, horticulture or formal courses in horticultural subjects or other related experience as deemed appropriate by the Board of Education
2. Familiarity in the preparation and maintenance of athletic fields
3. Mechanical ability or experience in automotive or small engine mechanics
4. Ability to implement directions and work with minimal supervision
5. Able to move and lift objects at least fifty pounds
6. Valid driver's license and CDL preferred

General Responsibilities: Maintains school district grounds and athletic fields. Assists in District maintenance, transportation and custodial tasks when requested.

Duties:

1. Pruning of shrubbery and trees by hand, with chain saws and running chippers.
2. Weeding by hand, manual tools or mechanical equipment
3. Planting and replanting of trees, shrubs, perennials and annuals on site.
4. Fence repairs and replacement.
5. Lawn mowing by walk-behinds, riding mowers and tractors.
6. Edging work by monofilament trimmers and mechanical sidewalk edgers.
7. Aeration of turf areas by mechanical implements.
8. Setting up and irrigation of sports fields and other areas; repair of same.
9. Sport field prep work to include some weekend assignments.
10. Maintenance and repairs to playground equipment and the "fall protection" material around same equipment.
11. Upkeep of all signage on District sites.
12. Snow removal, plowing and salting of District lots and assigned walkways. This will involve mandatory overtime on occasion.
13. Cold patching and minor concrete work as needed.
14. Emptying of garbage cans and regular site cleaning of all District sites.
15. Hauling and spreading of sand, dirt, mulch and gravel where necessary.
16. Seeding, applying fertilizers and pesticides per the strict directions and guidelines set by the Director of Facilities (licensed pesticide applicator).
17. Regular mechanic and maintenance work on all equipment in grounds inventory.
18. Carpentry, plumbing, painting and minor electrical work to fixtures and structures on the sites as directed.
19. Holds and maintains a CDL license to assist with and move transportation equipment

Non-Certified Job Description

Groundskeeper

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20. Assumes the responsibilities of a courier and custodian as necessary.
21. Complies with all District policies, regulations and procedures as established by the Board of Education.
22. Other duties as assigned.

Terms of employment: 260days (twelve months) 8 hours per day

Evaluation: By the Director of Facilities

North Boone

Community Unit School District 200

JOB DESCRIPTION – NON-CERTIFICATED

PROPOSED CHANGES:

Position/Title: ~~Groundskeeper~~ District Maintenance Specialist

Reports to: Director of Facilities

Qualifications

1. Previous experience in landscaping, horticulture or formal courses in horticultural subjects or other related experience as deemed appropriate by the Board of Education
2. Familiarity in the preparation and maintenance of athletic fields
3. Mechanical ability or experience in automotive or small engine mechanics
4. Ability to implement directions and work with minimal supervision
5. Able to move and lift objects at least fifty pounds
6. Valid driver's license and **CDL preferred**

General Responsibilities: Maintains school district grounds and athletic fields. **Assists in District maintenance, transportation and custodial tasks when requested.**

Duties:

1. Pruning of shrubbery and trees by hand, with chain saws and running chippers.
2. Weeding by hand, manual tools or mechanical equipment
3. Planting and replanting of trees, shrubs, perennials and annuals on site.
4. Fence repairs and replacement.
5. Lawn mowing by walk-behinds, riding mowers and tractors.
6. Edging work by monofilament trimmers and mechanical sidewalk edgers.
7. Aeration of turf areas by mechanical implements.
8. Setting up and irrigation of sports fields and other areas; repair of same.
9. Sport field prep work to include some weekend assignments.
10. Maintenance and repairs to playground equipment and the "fall protection" material around same equipment.
11. Upkeep of all signage on District sites.
12. Snow removal, plowing and salting of District lots and assigned walkways. This will involve mandatory overtime on occasion.
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Non-Certified Job Description

Groundskeeper

Page two

19. Holds and maintains a CDL license to assist with and move transportation equipment
20. Assumes the responsibilities of a courier and custodian as necessary.
21. Complies with all District policies, regulations and procedures as established by the Board of Education.
22. Other duties as assigned.

Terms of employment: 260days (twelve months) 6-8 hours per day

Evaluation: By the Director of Facilities