

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Head Grounds Person

Supervisor: Operations Administrators

FLSA Status: Non-Exempt

Employee Group: Custodial/Property Services

Qualifications:

1. High School diploma or equivalent
2. Must be physically able to perform efficiently the duties of the position with or without accommodations
3. Ability to work independently
4. Must possess a valid Illinois driver's license
5. Physically able to lift object weighing up to fifty (50) lbs., with or without accommodations

Terms of Employment:

- Twelve (12) month contract
- 8 hours/day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Monitor and evaluate district grounds maintenance.
2. Assist in training other grounds personnel.
3. Maintain proper files for ongoing maintenance of grounds equipment.
4. General knowledge of lawn maintenance equipment.
5. Maintain District grounds, including snow removal.
6. Willingness to work varied shifts as scheduled.
7. Care and marking of areas used for athletic competition and training.
8. Move district equipment, surplus items, supplies and other materials and ensures that damages are kept to a minimum.
9. Remove graffiti off district property.
10. Maintain district ground equipment.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.