



UPPER SADDLE RIVER SCHOOLS  
Upper Saddle River, NJ 07458

## JOB DESCRIPTION

**I Title:** Grounds Maintenance

**II Qualifications:**

- A. Black Seal License
- B. Minimum experience as determined by the board
- C. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
- D. Ability to read, write and communicate effectively
- E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III Primary Function:** To provide a safe, clean and comfortable school environment.

**IV Reports to:** Supervisor of Buildings & Grounds/Business Administrator

**V Major Duties and Responsibilities:** Under the direction of the Supervisor of Buildings and Grounds or Business Administrator, he/she shall carry out various types of building services within the school building and on the school grounds, such as but not necessarily limited to

**A. Grounds Maintenance**

- 1. Mowing, trimming, edging of grass fields and cracks in and around hard surfaces
- 2. Maintaining fields and preparing them for athletic events.
- 3. Trimming trees, hedges, brush -use the proper equipment and the removal of debris.
- 4. Sweeping sidewalks, driveways, and hard surfaced parking areas and playground equipment areas.
- 5. Plowing, shoveling snow, removal of ice, and salting of the district's areas.
- 6. Picking up paper and debris on grounds (prior to mowing) and dumping trash.
- 7. Conducting inspection on playground equipment, fences, and grounds for safety.
- 8. Weeding and planting.
- 9. Storm drain clearing and cleaning.
- 10. Watering and leveling of ground.

**B. Servicing Equipment: Maintaining vehicles and associated equipment**

- 1. Insuring vehicles are operable.

GROUNDS MAINTENANCE

2. Changing oil on small engine vehicles and minor repairs to small engines.
3. Insuring greasing and lube schedules are set, accomplished, and maintained.
4. Conducting periodic inspections on vehicles and equipment for safety and operation.
5. Insuring vehicles and equipment are put away clean and neat.
6. Cleaning, organizing, and maintaining garage area.
7. Washing and cleaning of vehicles and grounds equipment.
8. Removing and installing -plows, mower, decks, etc.
9. Touch-up painting of grounds equipment.
10. Removing, sharpening, and installing cutter blades to mowers and mower decks.
11. Preparing reports on vehicle and equipment repairs, equipment of repairs.
12. Preventive maintenance on all: Mowers, tractors, plow and tractor attachments, hand operated equipment, snow blowers, leaf blowers, trimmer/edger, and chain saw.
13. Assist in preventive maintenance on all mechanical equipment such as: water pumps and systems, sewage ejectors, exhaust fans, unit ventilators, air compressors

**C. Other**

1. Deliveries and courier for messages package between schools and off grounds.
2. Assist in traffic duty when required.
3. All tasks performed by custodians (see Custodian Job Description).

**D. All other tasks, within reason, whether designated or not designated, which would facilitate the smooth and safe operation of the school building or its facilities when requested by a superior.**

**VI Terms & Conditions of Employment:** 12-month position with salary, benefits, and other terms as defined by the contract between the Upper Saddle River Board of Education and the Upper Saddle River Education Association.

**VII Evaluation:** Annually by primary supervisor as designated by law, policy, and contract.