

Groundskeeper I Grounds Services

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually. Applicants must submit all required materials by the closing date.*

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

Description:

This is semi-skilled manual work. An employee in this class, with general, technical and administrative supervision from an assigned supervisor, maintains playing fields, trees, shrubbery, lawns and other grounds of the Howard County School System. Work is reviewed periodically. **This position is designated as an “emergency employee” under the AFSCME negotiated agreement and requires a response during inclement weather and other emergencies.**

Essential Job Functions:

- Ability to pick up, carry and handle tools, materials and equipment of 80 to 100 pounds
- Ability to stand, walk, sit, bend, squat, kneel, climb use arm and hand movements and reach above shoulders for long periods of time
- Ability to work in adverse weather condition
- Ability to maintain lawns, playing fields, trees and other grounds for the school system

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Examples of Work:

- Operates backhoe, tractors, edgers, sod cutters, dump trucks, various types of mowing equipment and hand tools
- Grades playing fields and other areas, seeds them, cuts sod, prunes trees and shrubbery
- Prepares mulch and applies same around trees and shrubbery
- Removes snow and ice from walkways and pathways
- Haul stones and gravel from quarries to job sites
- Cuts grass

- Cleans tracks and parking lots
- Assists in the transporting of small building to other sites
- Cleans and maintains equipment
- Performs preventive maintenance on all equipment used

Minimum Qualifications:

Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.

Education:

High School diploma or GED (must scan and upload to the online application). Foreign credentials must be evaluated as U.S. High School diploma or above.

Required Licenses and Certificates:

Valid driver's license and good driving record. Requirement to advance to a Class A Commercial Driver's License with air brake endorsement within one year.

Physical Requirements:

- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Ability to pick up, carry and handle tools, materials and equipment of 80 to 100 pounds
- Ability to stand, walk, sit, bend, squat, kneel, climb use arm and hand movements and reach above shoulders for long periods of time
- Ability to work in adverse weather condition

Required Knowledge, Skills and Abilities:

- Working knowledge of the operation and preventive maintenance of equipment listed below
- Working knowledge of grading techniques, trimming, planting and methods of fertilizing
- Installation and upkeep of Bermuda grass fields
- Skill in the use of hand and power tools related to gardening
- Ability and willingness to follow oral and written directions
- Ability to skillfully operate maintenance equipment
- Ability to write reports as to time and materials used
- Ability to read and comprehend the operator's manual for the various pieces of equipment
- Ability to be free of allergies to grass used by the school system
- Ability to work in adverse weather conditions, climb ladders, and operate heavy duty equipment
- Ability to interact with the general public as well as professional and classified employees of the school system in a pleasant and business-like manner
- Ability to read maps to find locations of schools and office buildings belonging to the

Department of Education.

- Knowledge of safe driving practices and proven safe driving habits by verification of driving records

Other Desirable Qualifications:

Two years of experience/training in grounds general maintenance and care. Interest in horticulture.

Salary:

This is a 12-month position, Salary Grade 4 on the Maintenance/Warehouse Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) (Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System). **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted by the closing date to be considered. Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS, returned by the closing date of the posting.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
Office of Human Resources
Laurie_Watts@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Pre-employment Physical:

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

Employee Safety:

The employee is responsible for using safe practices and methods in the operation of equipment and supplies related to their job.

The employee is responsible for correcting and/or reporting any conditions within the building or grounds which may be hazardous to employees, students, or staff members assigned to the building.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.