

## **Groundskeeper I**

*A complete application includes all application materials and proof of education  
Applicants must submit all required materials by the closing date.*

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the supervision of the Assistant Manager of Grounds, the Groundskeeper I work includes semi-skilled manual work, with general, technical, and administrative supervision. An employee in this class maintains playing fields, trees, shrubbery, lawns, and other grounds of the Howard County School System. This position is designated as an “emergency employee” under the AFSCME negotiated agreement and requires a response during inclement weather and other emergencies.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Operates backhoe, tractors, edgers, sod cutters, dump trucks, various types of mowing equipment and hand tools.
- Maintains playing fields and other areas, seeds them, cuts sod, prunes trees, grass, and shrubbery.
- Prepares mulch and applies same around trees and shrubbery.
- Removes snow and ice from walkways and pathways.
- Hauls stones and gravel from quarries to job sites.
- Cleans tracks and parking lots.
- Assists in the transporting of small equipment to other sites.
- Cleans and maintains equipment.
- Performs preventive maintenance on all equipment used.

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.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the operation and preventive maintenance of equipment.
- Knowledge of grading techniques, trimming, planting and methods of fertilizing.
- 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 conditions.
- Ability to maintain lawns, playing fields, trees, and other grounds for the school system.
- Ability to work in adverse weather conditions.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

**Education:**

High school diploma or GED equivalent (**must scan and upload to the online application at the time of submission**). Foreign credentials must be evaluated as U.S. High School diploma or above by an MSDE approved organization. For a list of approved vendors, please click [here](#)

**PREFERRED QUALIFICATIONS**

- Two (2) years of experience in grounds maintenance.
- Experience in grounds maintenance at a PreK-12 school system.
- Interest in horticulture

**LICENSURE**

Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record. Requirement to advance to a Class A Commercial Driver's License with air brake endorsement within one year.

Current holders of a Commercial Drivers license must register with, allow background query and receive clearance from the FMCSA Drug & Alcohol Clearinghouse.

**PRE-EMPLOYMENT PHYSICAL**

- The person selected for this position must meet all requirements of the DOT physical examination (including audiogram) and regulated drug screening administered by a medical service selected by the Howard County Department of Education.

**EMPLOYEE SAFETY:**

- The employee is responsible for using safety devices and protective equipment to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to this job. The employee is further responsible for correcting and/or reporting any conditions within the building or grounds that may be hazardous to employees, students or staff members assigned to the building.
- The employee is responsible for the safety and maintenance condition of their assigned vehicle.

**SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

**EMPLOYMENT INFORMATION**

This is a 12-month per year position in the American Federation of State, County, and Municipal Employees (AFSCME) employee bargaining unit. This position is Grade 4 on the Audio Visual/ Grounds/ Maintenance/ Warehouse salary scale. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the AFSCME Master Agreement which considers relevant prior experience.

Under the Fair Labor Standards Act, this position is non-exempt.

### **APPLICATION REQUIREMENTS**

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts  
Recruitment Specialist  
(410) 313-1521  
[laurie\\_watts@hcpss.org](mailto:laurie_watts@hcpss.org)

### ***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. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. 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.