

PALMYRA SCHOOL DISTRICT

GROUNDS PERSON

Terms and conditions of employment: 12 Month, Full Time, 7:00 am – 3:30 pm
Salary, benefits and work rules/regulations as per Board of Education policy

QUALIFICATIONS

Must have a valid New Jersey driver's license, high school diploma or equivalent, good physical health and ability to perform assigned tasks, and knowledge of grounds care equipment and grass turf maintenance. Three years (minimum) previous groundskeeping experience in an educational setting preferred.

Satisfactory completion of a criminal history background check and district employment packet required.

For specific information regarding position qualifications and responsibilities see attached job description or contact Ron Holt, Facilities Manager (info below)

Download Employment Application at
<https://www.palmyraschools.com/o/palmyra/page/employment-opportunities>

Applications are also available at the Board of Education office

Mail completed application and any other documents for consideration to:

Ronald Holt
Palmyra High School
311 W. Fifth Street • Palmyra, NJ, 08065
856-786-9400, x3181

Or email: rholt@palmyra.k12.nj.us

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

Every person holding an office, employment, or position in a school district shall have his or her principle residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7.

The Palmyra Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status or disability pursuant to N.J.A.C. 6A:7-1.1.

cc: Palmyra Education Association, Palmyra Administrative Association, Delaware Avenue School, Charles Street School, Palmyra Middle School, Palmyra High School, Buildings & Grounds

Business/Plant Operations

TITLE: GROUNDS PERSON

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Have a valid New Jersey Driver's License.
3. Able to take direction from Facilities Supervisors.
4. Knowledge of grounds care equipment.
5. Good physical health and ability to perform assigned tasks.
6. Satisfactorily completed criminal history check, which includes fingerprinting. This requirement is the financial responsibility of the employee
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Designated Supervisor

JOB GOAL:

To provide a safe, clean and attractive school environment.

PHYSICAL QUALIFICATIONS:

Have a statement of good health from a physician, which states that any pre-existing illness or injury would not prevent them from fulfilling the physical responsibilities of the position, which includes heavy cleaning, lifting, driving, furniture moving, use of ladders, must have the ability to hear the conversational voice with or without hearing aid, must be able to effectively communicate verbally and in writing using English as the predominate language

PERFORMANCE RESPONSIBILITIES:

1. Police grounds on a daily basis, picking up paper, glass and/or any objects detracting from the grounds appearance. Rake up and remove leaves.
2. Maintain lawns by:
 - Mowing as required
 - Weeding, edging, fertilize, lime, seed and water as required or directed.
 - Move top soil to areas as needed or directed.
3. Maintain shrubbery by weeding, trimming and mulching. Water, fertilize and provide care as required for each type of shrubbery.
4. Repair small pot holes and cracks in driveways, walkways, parking lots and other paved areas as required on school property.
5. Maintain all playgrounds and playground equipment in a safe condition. Fill in and maintain washed-out areas around playground equipment.
6. Clean snow and ice from walkways, driveways, parking lots and other areas as needed. Move necessary snow removal equipment to various schools as needed.
7. Maintain all playing fields, line and cut as required.
8. Assist in maintaining exterior of buildings in safe and attractive manner by:
 - Regular inspection of building exteriors (done as part of grounds policing as outlined in #1).

- Report any condition which detracts from building appearance and safety.
- 9. Maintain all grounds equipment including mowers, trimmers, snow blowers and paint machines in good repair. Perform preventative and off season maintenance as required.
- 10. Assist custodial and maintenance departments as required.
- 11. Assist with the moving of supplies and equipment from school to school.
- 12. Assist the kitchen staff with the delivery of food and/or supplies to each school as needed.
- 13. Performs other duties as assigned by the Designated Supervisor to fit the needs of the school district.

TERMS OF

EMPLOYMENT: Twelve month work year with salary, vacations and holidays in keeping with BOE policy. Hours: 8 hours, plus ½ hour unpaid for lunch or dinner. All other benefits will be determined in accordance with Board of Education policy.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Palmyra Board of Education
Date: March 18, 1980
Revised: November 13, 2012
Revised: June 10, 2020

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.