



Group: CUPE

Title: Groundskeeper

Dept.: Operations

Location: Nelson/Creston Operations

**Position Description:**

Performs manual and semi-skilled work including maintenance of district buildings, grounds and playground equipment to ensure safety, serviceability and appearance.

**Reports to:**

Director of Operations or designate.

**Direct Reports:**

N/A

**Duties & Responsibilities:**

- Operates grounds equipment, such as tractors, small dump trucks, backhoes, plows and lawn mowers.
- Inspects vehicles or trailers, secures chains and hitches. Maintains log book.
- Cuts grass, prunes trees, plants shrubs, weeds, and rakes leaves. Fertilizes grounds as directed
- Inspects, cleans and clears grounds sidewalks, driveways and work areas of debris and hazardous materials. Disposes of refuse. Empties garbage cans. . Maintains shop area.
- Installation, service, repair and/or winterization of irrigation systems
- Grades and maintains fields and parking lots.
- Loads and unloads vehicles. Sorts, stacks and transports materials and equipment.
- Clears snow and salt or sand sidewalks, curbs, steps, driveways and parking lots.
- Moves furnishings, equipment, power tools, materials.
- Assist with installing and repairing playground equipment. Installs fencing and curbing.
- Hauls grounds materials, debris and equipment.
- Follows safety rules and protocols, ensuring work site is safe and secure and vehicles and equipment are operating according to standards; proper use and safe handling of hazardous materials (WHMIS).

- Cleans work areas, culverts, catch basins and drains to ensure proper drainage.
- Operates, inspects and performs minor maintenance) of lawn mowers, tractors and weed eaters.

*The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.*

### **Job Requirements: Minimum Qualifications**

#### **Education & Experience:**

- GRADE 10
- Possess current Structural Pesticide Certificate and. Landscape General Pesticide Certificate or equivalent training that adheres to WorkSafeBC and relevant BC school safety policies will be required within 4 months of accepting the position.
- Six months of equipment operation or grounds maintenance experience or demonstrated ability to use and care for the equipment required (e.g. machinery such as power mower, snow plow, backhoe) and power tools involved in landscape maintenance (e.g. chain saw, power drill)
- B.C. Class 5 Drivers License.
- Heavy haul trailer endorsement will be required within 4 months of accepting the position.

#### **Skills & Knowledge & Abilities**

##### **SKILLS:**

- Skilled work in the maintenance of district buildings, grounds
- Skilled in the safe operation of vehicles and equipment.

##### **KNOWLEDGE:**

- Knowledge of applicable statutes, regulations, and codes.

##### **ABILITY**

- Ability to communicate effectively with all stakeholders.
- Ability to maintain confidentiality.
- Ability to perform the job duties.
- Ability to communicate effectively.
- Ability to work co-operatively with the public, staff and suppliers.
- Ability to work independently.

##### **RESPONSIBILITY**

- Performs work in accordance with applicable statutes and regulations.
- Required to work with a high degree of independence on assigned projects.
- Reports on parts and supplies inventory levels. Orders supplies and equipment as required to perform duties.

- Reports on work in progress and completed projects, including time and materials used.
- Maintains tools, equipment, and a clean, safe work environment. Reports on unsafe conditions.
- Cleans, checks, and confirms operational safety of assigned vehicle.
- Understanding and knowledge of safe working practices, board policies, and administrative procedures.
- Must always reflect professionalism and adhere to the district mission, vision and values as outlined in our strategic plan.
- Must be able to work varied hours dependent on weather and season with minimal supervision

#### WORKING ENVIRONMENT

- Work is physically demanding and may involve sitting, walking, standing, stooping, reaching, lifting, moving furniture, working at heights, and carrying equipment for extended periods of time in accordance with WorkSafeBC requirements.
- Work can be in undesirable conditions dependent on weather and location.
- There will be occasional unpleasant aspects owing to the nature of the work required.
- There will be extensive travel within the district throughout the calendar year driving in all types of weather.
- Hours vary depending on weather and season.
- Work can be stressful as there are time pressures, interruptions, and emergency calls.

#### SALARY:

- Wages and employment benefits per CUPE collective agreement.

#### KEY RELATIONSHIPS:

Good Working relationship with:

- Operations Team
- School-based and Board office staff
- Unionized Partners
- Vendors and Contractors
- Community Partners including PAC/DPAC

Next scheduled revision: Fall, 2028

Reviewed and Agreed: February 6, 2024

Reviewed: June 19, 2002