

**Town of Arlington - School
Facilities Staff
Position Description**

TITLE: Senior Grounds Custodian - Schools
REPORTS TO: Supervisor of Custodians - Day
DEPARTMENT: Facilities Department
AFFILIATION: AFSCME - Non-exempt/Hourly
WORK YEAR: 12 months/8 hours
REVISED DATE: October 26, 2021

BASIC FUNCTION

The Senior Grounds Custodian performs supervisory and skilled manual work relating to the care and maintenance of all school grounds, buildings, and related facilities; all other related work, as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

SUPERVISION

Works under the general direction of the Supervisor of Custodians, in accordance with established department policies and goals; situations requiring clarification of operating policies and procedures are referred to the Supervisor.

Performs routine and responsible functions, requiring the exercise of judgement and initiative in responding to problems and situations not clearly defined by precedent or established procedures.

WORKING CONDITIONS

- Conditions will vary from outdoor, indoor, and field environments in all weather conditions.
- Variable and occasionally unpleasant conditions with exposure to dust, dirt, chemicals, moving mechanical parts, occasional loud noises.
- Operate vehicles, light equipment, hand tools and power tools such as lawn mowers, leaf blowers, weed whackers, snow removal equipment, and all other related outdoor equipment along with indoor custodial equipment such as vacuums, buffers, etc.
- Frequent interaction and contact with the school department, other town departments, and vendors. Contact is in person, email, by telephone, and in writing.
- Must have a satisfactory work record including good attendance.
- Ability to change work schedule as required by the workload, operational requirements and respond on an as needed basis. This may require additional hours on short notice (hours including evening, nights, weekends and holidays) in outdoor settings through normal and severe weather conditions.
- Errors could result in the damage to buildings and equipment, create hazards to safety, cause some monetary loss, and cause legal repercussions for the town.

PHYSICAL REQUIREMENTS

- Have the ability to regularly lift and/or move up to twenty (20) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift over fifty (50+) pounds.
- Must be able to work off a lift, scaffolding, and/or ladder (over 30ft above the floor in some cases).
- Ability to consistently stand/walk for up to 8hrs per day, frequent & repeated bending, twisting, reaching, kneeling.
- Ability to speak and hear, use hands and legs/feet to operate equipment.

- Vision requirements include the ability to read routine and complex documents, use a computer. And operator motor vehicles and other equipment.

ESSENTIAL DUTIES and RESPONSIBILITIES

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintains public grounds, in and around Facility Department managed buildings (schools and town), athletic fields, horizontal surfaces, and related areas. Prepares, maintains, and repairs athletic fields (natural grass & Synthetic surfaces) for school, club, rental, recreation and other uses
- Assists with cleaning and maintaining public buildings and schools, performing all work related to custodial services and support.
- Performs moving and set-up duties for offices, classrooms, and all interior/exterior spaces to support school activities, rentals, and recreation programs.
- Assists with the delivery furniture, equipment, and supplies to support Facilities Department operations.
- Perform turf mowing, landscaping and turf, garden, tree maintenance and all grounds related tasks including but not limited to: mulching, raking, weeding, pruning, sweeping, shoveling, plowing, snow removal, etc.
- Maintain playgrounds, play areas, hardscape, associated surfaces, fencing, and signage.
- Support the activities of the Facilities Department, staff, other personnel, and contractors to ensure effective and efficient maintenance of school grounds and facilities. Assist in the supervision of student workers and outside contractors.
- Must be able to maintain, respect, and care for equipment and vehicles.
- Abide by all standards for safety and health guidelines, environmental regulations, quality, and productivity by following established policies and procedures.
- Assists with maintaining and monitoring School grounds free of trash and litter and trash/recycling areas clean.
- Perform seasonal tasks as needed, including leaf pick-up, shoveling, clearing snow & ice from walks, stairs, and pathways. Implements leaf, snow, and ice removal on natural & synthetic fields, and in general areas such as bleachers, walkways, etc.
- Perform other work and additional duties as assigned, including assisting other Facilities operations to complete assignments and being available for emergencies and scheduled "off-hour" work as needed.

RECOMMENDED MINIMUM QUALIFICATIONS

Educations and Experience

- High School Diploma
- A minimum of five (5) years' relevant experience with the knowledge, skills and abilities typically associated with grounds and custodial services and maintenance work; three (3) years of supervisor experience; or an equivalent combination of education and experience.
- Ability to work with computer based email, work order system, word documents, spreadsheets, and internet functions.

Additional Requirements

- Must possess a valid Massachusetts Driver's License.
- Hoisting license or ability to attain within 6-months
- Background check required

Knowledge, Ability, and Skills

The successful candidate will be able to demonstrate the following skills:

- Demonstrate proper judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Strong knowledge of grounds maintenance, equipment operations, custodial services, and pest control.
- Ability to work effectively with minimal supervision, have initiative, be a self-starter, and strong attention to detail.
- Ability to analyze situations and information, consider the risks and implications and implement a plan of action.
- Must be able to work as a team member & effectively with other personnel including faculty, contractors, students.

- Ability to meet the physical requirements of the job including but not limited to walking around campus, climbing stairs, ladders, scaffolds or platforms, lifting/carrying heavy objects and working in confined spaces.
- Willingness to perform other work as required by the Facilities department.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by employer, as the needs of the employer and requirements of the job change.