



Position Title: **Groundskeeper**

Last Updated: August 2025

Reports To: Grounds Manager

Status: Non-Exempt-Hourly  
Permanent Full-time

Schedule: Calendar Year: 40 hours per week  
Actual hours assigned per the needs of the Facilities Management Department  
Monday through Friday -Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility  
Tuition Remission Eligible - No

Summary Description:

Ensures the upkeep, maintenance, cleanliness, and improvement of all campus grounds, grounds equipment and buildings assigned by performing the essential functions

Essential Functions:

- Cuts lawns and grass; trims and edges around walks, flower beds, and walls
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs
- Sprays lawns, shrubs, trees and campus grounds with fertilizer, herbicides, and insecticides
- Rakes, bags, or removes leaves during fall season
- Cleans grounds and removes campus litter
- Removes trash from designated campus facilities and transports to the designated disposal area
- Participates in the campus recycling program by transporting recyclables to their appropriate disposal area
- Spreads salt on public passage ways to prevent ice buildup and potential slip-fall situations
- Plants grass, flowers, trees, and shrubs performing general landscaping duties as directed
- Repairs and maintains fences, gates, walls and walks
- Cleans out drainage ditches and campus culverts
- Sharpens and maintains tools of the trade such as weed cutters, edging devices, shears and mowers
- Performs minor repairs on landscaping/ground equipment such as lawn mowers, spreaders, and snow removal equipment
- Assists work crews with the installation of irrigation systems, fencing, and other boundary markers
- Takes the initiative in proposing improvements to grounds, including lawns, shrubs, trees, flowers, seeding, planting and other landscaping
- Maintains organization and cleanliness of maintenance facility, work vehicle and project sites in conjunction with other maintenance staff
- Maintains organization of school provided tools to ensure their performance integrity
- Performs all work in a neat, safe, energy conscious and professional manner
- Reports all equipment, system and work site safety concerns to Maintenance Manager
- Coordinates work with other maintenance staff to minimize conflicts and insure timely completion of assignments
- Assists other campus staff when necessary and work with other departments when assigned by the Maintenance Manager to insure the overall safety and smooth operation of the school
- Maintains appropriate certifications and training as required for position
- May provide support coverage for hockey rink during fall and winter

Additional Responsibilities:

- Required to wear proper uniform, consistent with department's/ school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- All Williston employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Assists with snow removal on campus when necessary
- Assists with set ups for School functions as deemed necessary
- Other duties as needed/assigned by the Director of Facilities Management or the Grounds Manager
- May respond to maintenance emergencies as required

Qualifications:

- Three to five years' experience in a similar capacity preferably with direct knowledge of independent schools
- Must have a good working knowledge of herbicides, pesticides, fertilizers, delivery methods and tools of the trade
- Must be able to work intuitively and independently as well as part of the Facilities team
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the school.
- Ability to understand verbal and written instructions; demonstrated writing and communication skills
- Working knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties
- Working knowledge commercial chemicals and equipment
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment
- Must participate in annual harassment awareness training as a condition of employment

Physical Qualifications:

The person in this position:

- Will successfully complete post offer employment physical
- Will regularly communicate with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Can remain in a stationary position for extended periods of time, i.e., standing/sitting
- May need to bend, lift (up to 30 lbs.), push, kneel, crouch, crawl, stoop
- Will use hands and fingers for manipulation of equipment or tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception
- Has the ability to climb stairs, step stools, ladders, etc.
- Will have the ability to handle heavy equipment
- Has the ability to carry materials and equipment such as trash containers, vacuum cleaners, mop buckets, etc.

Working Environment:

- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments
- The employee may be exposed to dusty environments
- The employee may be exposed to chemicals used in the process of performing routine tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.