

**Pinehurst School District #94
Job Description**

Job Title: Groundskeeper and Building Maintenance
Reports to: District Administrator
Adopted: March 10, 2013

Revised: June 2026

Groundskeeping Duties Include:

1. Mowing playing field and school lawns.
2. Maintaining irrigation and monitoring schedule. Repair and maintenance of irrigation system.
3. Care of shrub beds.
4. Pruning and hauling of limbs and windfalls.
5. Weed and gopher control.
6. Weed whacking.
7. Maintenance and repair of fencing.
8. Fall and Spring clean up of leaves and other debris.
9. Litter control.
10. Fertilization of lawns.
11. Maintenance of hand tools and supplies.
12. Maintain order and decency in the pump shed.
13. Playground equipment maintenance.
14. Walkway snow shoveling and ice removal.
15. Plumbing winterization.

Equipment:

- The mower will be parked in the shed on school grounds.
- The groundskeeper will maintain the mower to the best of their abilities. Groundskeeper will refuel after each use and will check oil at each fueling.
- Report all maintenance needs to the District Administrator.
- Leave key in the mower when parked in the shed.
- Always wear ear and eye protection when operating mover.

Building Maintenance Includes:

1. Inspection and maintaining of heating, air cooling, air purifying, electrical, plumbing and mechanical systems.
2. Measure heating fuel levels every two months and report to office manager or district administrator.
3. First response analysis and repair of routine breakdowns which may include:
 - a. Broken windows, door hardware, desks, chairs, tables, flooring, signage, recreation equipment, etc.
 - b. Damage due to accident, weather, wear and tear, etc.
4. Light construction and building repairs, as needed.
5. Replacement of light bulbs, batteries, safety and security devices, wall decorations, faulty or worn-out equipment and furnishings.
6. Gutter cleaning and repairs.
7. Acquire quotes for supplies or repairs and provide to office manager or district administrator.
8. Landscaping material (including playground bark) distribution on school grounds.
9. Pest control.
10. Mechanical problem solving.
11. Serves as the district's Integrated Pest Management coordinator. Attend annual training.
12. Perform quarterly water tests (includes mileage reimbursement for travel).

Skills Required:

- Use of hand and power tools including; ride on mower, power lawn vacuum, chain saw, string trimmer, hedge trimmer.
- Ability to lift to sixty pounds.
- Ladder agility.
- Accessibility to both crawl spaces and attics.
- Rudimentary plumbing and electrical repair.
- Ability to communicate repair needs to contracted repair people.

I have read this job description and understand its contents.

Signed: _____ **Date:** _____