



**OAKRIDGE PUBLIC SCHOOLS
MUSKEGON, MI 49442**

**INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY
March 19, 2009**

- POSITION:** **GROUNDSKEEPER
(6:00 a.m. – 2:30 p.m.)**
- QUALIFICATIONS:** High School Diploma or equivalent.
Must be able to lift 50 pounds.
(see attached Job Description)
- TERMS OF EMPLOYMENT:** Full-time – 8 hours per day
- DEADLINE FOR APPLYING:** **March 26, 2009 at 4:00 p.m.**
- STARTING DATE:** as soon as filled
- APPLICATION PROCEDURE:** To be considered as a candidate, you must submit by the deadline and provide a cover letter, resume, a minimum of three (3) letters of reference, and a completed non-certified district application to:

**Char Ingersoll, Human Resources
Oakridge Public Schools
ATTN: Groundskeeper
275 S. Wolf Lake Road
Muskegon, MI 49442
Voice: 231-788-7100 Fax: 231-788-7114**

JOB DESCRIPTION HEAD GROUNDSKEEPER

A groundskeeper is the custodial-maintenance employee in charge of the entire outside grounds and landscaping of the district. The groundskeeper is responsible to the maintenance supervisor. The groundskeeper's job responsibilities shall include, but not be limited to, the following:

1. Maintains and cares for school grounds.
2. Prepares seeding or transplanting beds by cultivating soil and adding fertilizer or chemicals, if needed.
3. Plants seeds, bulbs, tree seedlings and shrubbery so that resulting growth will produce an attractive appearance.
4. Experiments with different varieties of lawn seeds to determine those best suited to the soil.
5. Prune trees and trims hedges to promote growth and improve appearance.
6. Mows lawn with hand or power mowers and tools.
7. Maintains and connects sprinkling equipment and waters lawns and flowerbeds.
8. Inspects flowers, shrubs and trees for evidence of insects, fungi and other pests and sprays or dusts chemicals on infected areas.
9. Adjusts and repairs such equipment as lawnmowers, sprinklers and hedge shears, etc.
10. Plowing and shoveling snow from sidewalks and driveways, spreads sand, salt to prevent slipping.
11. Collects and disposes of leaves and refuse.
12. Repairs outdoor chairs and benches, fences.
13. Paints lines on sports and practice fields.
14. Works inside during winter on assigned custodian assignments.
15. Also to assist in the inter-school transfer of supplies, mail, equipment.
16. Other duties as may be assigned by supervisor.

Other qualifications:

1. Must be able to lead employees.
2. Must dress appropriately.
3. Must be able to work well with all other employees and students.
4. Must take pride in their work and the work of those in his/her charge.
5. Must have ability to understand and follow simple oral and written directions and must have the ability to read and write.
6. Must maintain regular and reliable attendance and punctual arrival to work.