



Job Description

Revised 2025

JOB TITLE:	Assistant Groundskeeper
HIRED BY:	Facilities Director
REPORTS TO (title):	Facilities Director
SUPERVISES:	No direct supervisory role
DEPARTMENT NAME AND LEVEL:	Support staff
EVALUATION SCHEDULE:	Annual written evaluation by the Facilities Director
JOB STATUS (full/part):	To be determined at point of hire
FLSA STATUS:	Non-exempt

GENERAL DESCRIPTION

This position is responsible for the operation and upkeep of large and small equipment, including but not limited to large area mowers. This position is also responsible for a wide variety of grounds maintenance of improved and unimproved grounds, playgrounds, irrigation systems, sports turf, fencing, paving, concrete and snow removal. This position frequently works independently and with little supervision.

SPECIFIC ROLES AND RESPONSIBILITIES

- Operate and maintain large area turf mowers.
- Operate and maintain other power equipment used in landscaping grounds work (sprayers, pruner, trimmers, etc.) to ensure they work effectively and safely.
- Assist with maintaining athletic fields and tracks, assist in applying game markings and dragging fields. Work with athletic director and/or assistant athletic director on needs for sports.
- Operate aerators, small and large area mowers.
- Perform turf installation and maintenance including tilling, seeding, sodding, fertilizing, mowing, edging and weed management.
- Responsible for control of weeds and other vegetation in all non-improved areas of properties including borders and non-turf areas following integrated pest management practices.
- Perform tree and shrub maintenance including planting, transplanting, trimming, removal and disease management.
- Operate and perform maintenance/repairs annually and as needed on a wide variety of landscape equipment. File records of maintenance and repairs.
- Install, repair, and maintain irrigation systems including pumps, water lines, sprinkler heads, automatic valves, and controllers.
- Perform asphalt patching and small asphalt crack sealing projects.
- Perform the maintenance of painted curbs and parking lot markings.
- Install exterior signs, as needed.
- Perform playground equipment repairs, maintenance and monthly inspections.
- Perform the installation and maintenance of cyclone fencing and gates.
- Deliver and spread fall zone materials for playground safety, including wood chips and pea gravel.
- Clean and maintain sidewalks, parking lots and roadways, as needed.
- Remove snow and ice as necessary from parking lots, pathways and other public thoroughways.
- Maintain safe environments for both public use and work areas.
- Respond to emergency calls to troubleshoot and make grounds repairs.
- Perform other skilled work as needed as a member of the grounds keeping crew.

- Occasionally perform work beyond a standard 40-hour work week when work-load requires.
- Follows all school policy (ies) and procedures.
- Other duties may be assigned as needed.
- Drain and winterize all exterior plumbing.
- Assist other department personnel, as may be required, for the purpose of supporting them in the completion of their work activities.
- Attend required staff meetings and trainings.

REQUIRED PROFESSIONAL QUALIFICATIONS

- High school diploma or General Education Diploma (GED).
- Unrestricted valid Oregon driver's license and clean driving record.
- Prefer a minimum of three (3) years of experience operating large area turf mowers or equivalent. Prefer a minimum of three (3) years of experience in grounds irrigation, horticulture and overall grounds maintenance.
- Have applicators license or the willingness to get one, if needed.

REQUIRED PROFESSIONAL QUALITIES

- Possess evidence of adequate preparation, background, or experience as determined by the supervisor.
- Have the ability to communicate clearly and concisely both orally and in writing in English. Must also have the ability to respond to common inquiries or complaints from supervisor or staff. Must also have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Have the ability to interact effectively with peers and supervisors, and possess humility and a willingness to be a team player.
- Be a self-starter with a high energy level.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Understand the importance of discernment, discretion, and confidentiality.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

REQUIRED PERSONAL QUALITIES

- Sign and live by the school's lifestyle statement, found in the Employee Handbook, as a condition for employment and continued employment in this ministry.
- Compliance with Salem Academy's general standards of attendance is acceptable.

REQUIRED SPIRITUAL QUALITIES (all employees)

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support Salem Academy's Statement of Faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others.
- Have a Christ-centered home and actively participate in a local bible believe church.
- "Work willingly at whatever you do, as though you are working for the Lord rather than for people." Colossians 3:23.
- Follow the Matthew 18 biblical principle in dealing with conflict with students, parents, staff and administration.

ESSENTIAL JOB FUNCTIONS – PHYSICAL, MENTAL, & ENVIRONMENTAL REQUIREMENTS

Physical Demands – the following represents the physical requirement that must be met by the individual to fully perform the essential functions of this job:

The physical effort typically applied in this job includes:

X	Lifting	X	Pulling	X	Shoveling
X	Carrying	X	Pushing	X	Stairs
	Keying/typing	X	Reaching		Other (specify)

The amount of effort typically applied and frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Less than 1 lb.				
Between 1 & 5 lbs.			X	
Between 5 & 25 lbs.		X		
Between 25 & 60 lbs.		X		
More than 60 lbs.	X			

The types of physical actions typically applied in this job:

	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Sitting		X		
Standing		X		
Walking			X	
Bending		X		
Confined	X			

Mental/Visual Demands – the following represents the mental/visual requirement that must be met by the individual to fully perform the essential functions of this job:

	Occasional mental and/ or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals
X	Frequent mental and/ or visual attention; the flow of work is intermittent with checking or inspection involved.
	Continuous mental and/ or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/ or defects.
	Concentrated mental and/ or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
	Intense and/ or exacting mental/ or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

Working Environment – Individual is exposed to the following work conditions while performing the essential functions of this job:

	Regularly	Occasionally
Indoors		X
Outdoor weather conditions	X	
Moderate levels of sound	X	
Dust or airborne particles	X	
High levels of sound, which may require use of ear protection	X	
Slippery surfaces	X	
Hot, cold, wet, or humid conditions	X	

Signatures and Dates

The following signatures are required to confirm the accuracy and completeness of the job description; that essential functions are aligned with Salem Academy goals and objectives; to validate that it is clear, concise, and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

Employee	Date	Next Level of Management	Date

