

MISS PORTER'S SCHOOL

GROUNDSKEEPER

Title: Groundskeeper

Department: Grounds

FLSA: Non-exempt/Hourly

Job Status: Full-time, 12 month

Reports to: Grounds Supervisor

Position Summary:

Responsible for upkeep of the campus grounds in varying seasons and conditions by performing landscaping tasks, sports field maintenance in addition to campus event set-ups and takedowns.

Essential Functions:

- Mows campus lawns and athletic fields; performs turf field maintenance
- Prunes trees, shrubs, perennials and other plant materials
- Clears leaves and other debris from campus property
- Sets up athletic fields (line painting, goals, benches, barrels)
- String trims around objects on campus
- Weeds ornamental perennial beds
- Operates a variety of hand and powered equipment
- Sets up irrigation hoses
- Re-seeds campus lawns and athletic fields
- Applies bark mulch to ornamental beds
- Performs maintenance on grounds equipment
- Handles snow and ice removal from campus roads, walks, steps
- Performs maintenance on school owned vehicles
- Assists with campus event set-ups and takedowns
- Assists with campus trash removal as required
- Assist all other departments when necessary

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Qualifications:

- High school graduate with a combination of work experience in related field.
- At least one year of related experience and/or training in grounds related work.
- Ability to trouble-shoot minor mechanical problems and perform repairs to grounds equipment and vehicles.
- Excellent time management skills.
- Ability to understand verbal instructions and ability to read and comprehend instructions.
- Ability to communicate clearly with others.
- Ability to work independently with minimal supervision and within a team.
- Must maintain a valid State of Connecticut driver's license.

Physical Conditions:

- Prolonged periods walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling.
- Must be physically able to operate power equipment, using arms, legs, hands and fingers to operate equipment and tools.
- Must be able to lift up to 50 pounds at a time.
- Must be able to work in a variety of weather conditions including heat, cold, rain, snow and ice.
- Overtime hours and occasional weekend hours are required.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Interested candidates should send a resume and cover letter electronically to careers@missporters.org.

Please include "Groundskeeper" in your subject line

Or

Apply directly using this [link](#)