

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Light Equipment Operator/Groundskeeper

**Department:** Maintenance

**Grade** E  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** October 2022

**Reports To:** Team Leader

**Purpose of Job**

The purpose of this job is to maintain and repair all roads and parking lots, and 547 acres of grounds as well as all playground equipment for the school system. Duties include, but are not limited to: operating lawn mower equipment, patching potholes, inspecting equipment, providing preventative maintenance and performing additional tasks as assigned by the Assistant Maintenance Manager.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Responds to work requests from Building Maintenance Dispatcher.

Maintains grounds by mowing and trimming grass as needed. Trims trees when needed. Inspects fields and removes rocks and debris; inspects basketball and tennis courts and repairs, as needed.

Drives and operates vehicle with 16-foot trailer to haul equipment and materials per Tennessee Department of Transportation regulations.

Utilizes knowledge of application and appropriate use of chemicals for vegetation control

Installs, inspects, repairs and maintains playground equipment; operates zero turn mowing equipment; patches potholes; constructs and repairs fences.

Constructs sidewalks; builds steps and ramps for portables; installs signs and repairs as needed; constructs and repairs fences and builds backstops for baseball fields. Assist other work functions as required.

Operates various tools and mechanical equipment such as tractors, trucks, jackhammers, weed eaters, box scrapers, bush-hog mowers, front loader, trenchers, skid steer, wood chipper, chain saw, etc. Stores and transfers equipment and supplies as needed.

Performs basic welding.

Operates pavement striping machine for parking lot spaces, handicap spaces, no parking zones and crosswalks.

Performs snow removal using specialized equipment such as blowers, salt spreaders, and plows during and after-hours.

Performs basic carpentry with knowledge to use the necessary tools.

Performs essential functions that require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, extreme temperatures, machinery and vibrations.

Recognizes occupational hazards and takes appropriate safety precautions.

Inspects facilities to determine needed repairs.

Prepares and processes documentation including invoices and work orders. Capable of calculating necessary materials for a given job.

Provides preventative maintenance on tools, machinery, equipment and property ensuring readiness and the achievement of safety standards. Repairs equipment such as mowers, grass trimmers, sharpens equipment blades, paints equipment, and other related items to ensure proper operation. On occasion required to operate welding equipment to make necessary repairs and fabricate equipment.

Maintains assigned vehicle, trailers, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

Performs basic repairs on mowers and equipment.

Responds to routine and emergency service calls including after-hours calls.

Prepares and processes documentation including invoices and work orders, capable of calculating necessary materials for a given job.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or Equivalent) required, with a minimum of one year of roads and grounds maintenance experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's licenses required.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and roads and grounds maintenance practices as they pertain to the performance of duties relating to the job of Light Equipment Operator/Groundskeeper. Has general knowledge of roads and grounds maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of

the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds (50 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be physically able to operate a variety of grounds-keeping tools etc.;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**ATTENDANCE:**

A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**