



Little Rock School District

JOB DESCRIPTION

Position Title: Groundskeeper Laborer/Driver

Prepared Date: 01/21/2022

JOB GOAL:

To maintain a safe and secure environment for students and employees by patrolling and monitoring premises and personnel.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 03, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Current Arkansas Driver's License and/or Chauffeur's License.
2. Ability to operate a variety of trucks and lightweight equipment.
3. Ability to perform minor service and repairs as needed.
4. Ability to follow oral and written instructions.
5. Minimum of one year experience in labor crew work.
6. Ability to perform general laboring tasks as required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Maintains buildings and grounds: Operates trucks and/or tractors; plants, fertilizes and cuts grass as needed; cuts and removes trees; pick up and remove trash; hauls dirt and fill; repairs asphalt drives.
2. Maintains equipment: Checks oil, grease, filters and equipment; contacts mechanic for major repairs.
3. Moves and arranges furniture: Loads and unloads items such as chairs, pianos, tables, stages, etc.
4. May assist skilled trades as needed.
5. May perform custodial duties.



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6. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.