



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	<b>Summer Student - Groundskeeper 1</b>
Department	Maintenance
Location	Terrace, Kitimat or Hazelton
Reports to	Manager of Maintenance Services

## GENERAL DESCRIPTION

Reporting to the Manager of Maintenance Services, the Groundskeeper 1 performs manual and semi-skilled work including maintenance of district buildings, grounds and playground equipment to ensure safety, serviceability and appearance.

## TYPICAL DUTIES & RESPONSIBILITIES

- Operates grounds equipment, such as tractors, small dump trucks, backhoes and lawnmowers.
- Inspects vehicles or trailers, secures chains and hitches. Maintains logbook.
- Cuts grass, prunes trees, plants shrubs, weeds and rakes leaves. Fertilizes grounds as directed.
- Inspects, cleans, and clears grounds and work areas of debris and hazardous materials. Disposes of refuse. Empties garbage cans. Sweeps sidewalks and driveways. Maintains shop area.
- Assists trades with installation or demolition of structures or fixtures. Disposes of building refuse.
- Grades and maintains fields and parking lots.
- Loads and unloads vehicles. Sorts, stacks and transports materials and equipment.
- Clears snow and salts sidewalks, curbs, steps and driveways.
- Moves furnishings, equipment, power tools, materials. Erects ladders or scaffolding.
- Constructs retaining walls and drainage systems. Inspects, installs and repairs playground equipment, fencing and curbing.
- Hauls grounds materials, debris and equipment.
- Cleans work areas, culverts, catch basins and drains to ensure proper drainage.
- Operates, inspects and performs minor maintenance of lawn mowers, tractors and weed eaters.

## TYPICAL QUALIFICATIONS & SKILLS

- Grade 10
- Grounds maintenance courses (equivalent to 3 months course work)
- Six months of equipment operation or grounds maintenance experience
- BC Class 5 driver's license

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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