

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 6.04**

**Position Title:** Sports Field Maintenance  
**Reports To:** Director of Maintenance and Maintenance Supervisor

**SUMMARY**

This position will perform a variety of general and specialized grounds and maintenance duties in the upkeep of district/school sites.

**QUALIFICATIONS/REQUIREMENTS**

The successful candidate shall possess in-depth knowledge and skills in area of building and grounds maintenance. Experience in grounds maintenance operations in a school system or company is preferred.

**ESSENTIAL JOB DUTIES**

- Operates a variety of equipment such as riding mowers, push mowers, light duty vehicles, blowers, sweepers, trimmers, edgers, and weed eaters to maintain athletic fields and lawns
- Prepares the athletic fields, which includes dragging the infield, chalking the field according to specified dimensions, watering infield, setting bases, and sweeping turf
- Maintains equipment as needed; replaces fuel, fluids, and oil
- Inspects equipment for safe and proper operation
- Mows, edges, trims, and rakes fields; fills holes, adds clay to infield when necessary and inspects ball fields for proper safety
- Demonstrates knowledge of building and grounds maintenance skills sufficient to effectively serve a building complex
- Maintains clean athletic fields and grounds by removing all trash and debris
- Assists in performing general labor, maintenance, grounds, or delivery responsibilities throughout the school district
- Completes district maintenance projects as designated by the Director of Maintenance and Maintenance Supervisor
- Keeps accurate records of work orders
- Efficiently completes workday including work order assignments
- Takes responsibility for all equipment and materials assigned
- Assists the Maintenance Supervisor and Director of Maintenance in following correct purchasing procedures
- Utilizes independent judgement in performing grounds maintenance activities

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Director of Maintenance and/or Maintenance Supervisor.

**PHYSICAL DEMANDS**

The physical demands described here is a representative of 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.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder of a minimum of six foot, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Twelve-month year. Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with District Policy on evaluation of support staff personnel.