

GROUNDS & FIELDS MAINTENANCE SPECIALIST

Cape Elizabeth School Department Job Description

QUALIFICATIONS:

- I. Education/Certification: High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills: Proficiency with groundskeeping equipment (e.g., mowers, tractors, line painters); Demonstrated knowledge of and competence in groundskeeping and field maintenance; Background in landscaping, horticulture, or turf management is advantageous; Experience in grounds and athletic field maintenance preferred. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
- III. Experience: Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities; Ability to work independently and as part of a team; Effective communication and organization skills; Strong work ethic, flexibility, and problem-solving skills; good work habits; dependability and ability to maintain positive, professional relationships with students, school and town personnel, supervisors, and citizens at all times.
- IV. Technology Requirements: Use of a department-issued smartphone is an essential job requirement. Employees will receive training and are expected to become proficient in using this device during work hours for communication, accessing schedules, managing door access, using time management software, responding to alerts, and operating other department or school-related systems.

REPORTS TO:

Maintenance Supervisor

JOB GOAL:

To provide a clean, safe, high-performing and aesthetically well-maintained outdoor environment for students, staff, athletes, and community.

PERFORMANCE RESPONSIBILITIES:

Ground Maintenance:

- I. Maintain lawns, landscaping, paved areas, and green spaces across campus.

- II. Implement seasonal grounds care including mowing, edging, pruning, mulching, fertilizing, and snow removal as required.
- III. Monitor grounds for safety hazards and maintenance needs.
- IV. Ensure safe pedestrian and vehicular access around buildings and campus.

Athletic Facility Support:

- I. Work collaboratively to support the Athletic Department in all aspects of athletic facility preparation, maintenance, and event support, including both indoor and outdoor spaces.
- II. Maintain facility safety and performance standards, including tasks such as field grading, line striping, gym setup, irrigation, and turf management.
- III. Setup and take down sports equipment and facility elements, such as goals, nets, benches, mats, and flags.
- IV. Assist with event preparation and post-event cleanup to ensure all athletic spaces remain safe, clean, and ready for use.
- V. Report maintenance or safety concerns to the Facilities Director for timely resolution.

Collaboration:

- I. Work with the Facilities Director to align work with broader campus needs and projects.
- II. Work with staff and program leaders who use the grounds and athletic facilities to ensure all areas are prepared and supported for their activities.
- III. Coordinate tasks with Public Works when needed.
- IV. Support custodial and maintenance teams as directed.
- V. Perform other duties as assigned by the Facilities Director.

TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Education Association agreement.

WORKING CONDITIONS:

Mental Demands: Evaluating, organizing, prioritizing, coordinating, planning, inspecting, communicating and responding to emergencies.

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: Must be able to regularly lift 50 pounds; operate mowers, tractors, line painters, and snow removal equipment; bend, stoop, crouch, and climb. Exposure to outdoor conditions in all seasons and weather.

Environmental Conditions: Frequent exposure to dust, pollen, noise, outdoor elements, fertilizers, herbicides, and athletic field chemicals. May work alone or as part of a team.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 10, 2025 (*Maintenance Mechanic/Groundskeeper*)

Revised: February 10, 2026 (*Grounds & Fields Maintenance Specialist*)

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