

**TITLE:** District Grounds keeping Coordinator

**DESIRED**

**QUALIFICATIONS:**

1. High School graduate and other training beyond generic to the assignment.
2. Demonstrated knowledge of the basic principles of powered equipment such as: mowers, tractors, twin-axle vehicles, snow blowers, chain-saws, electric clippers, sod cutters, pruning saws, automatic sprayers & spreaders, line stripers, etc...
3. At least two (2) years of experience in the area of athletic field preparation and care.
4. Demonstrated experience in a supervisory capacity in either business, maintenance, construction, or grounds care.
5. Experienced in P.C. operation relating to work order software and preventive maintenance programs as well as proficiency with Microsoft Office products.

**REPORTS TO:** Facility & Grounds Director

**JOB GOAL:** The District Grounds keeping Coordinator shall be responsible for those tasks delegated by the Facility & Grounds Director, Athletic Director, District Maintenance Manager, Superintendent of Schools and School Board which are directly related to the general maintenance and security of the exterior buildings, equipment, and grounds of the school to ensure a well-maintained, safe, and secure educational environment.

**Working Conditions:**

All employees subject to hazards are equipped per OSHA standards.  
Subject to work with biohazard waste.  
Subject to temperature changes while performing assigned duties.  
May be required to work in extreme hot and cold temperatures.  
Subject to the hazards, dust and odors from sanding and painting procedures.  
Subject to the hazards, vapors and odors from various chemicals.  
May be subject to work in the vicinity of chronic hazardous materials i.e., asbestos.  
May be subject to work with hazardous chemicals, including pesticides & herbicides.  
Subject to work in confined spaces.  
Subject to work from elevated work surfaces.

**Physical Demands:**

Be able to lift 50 pounds using proper lifting techniques.

Be able to lift above 100 pounds, with assistance, using proper lifting techniques or equipment.  
Able to sit or stand for extended periods of time.  
Be able to bend body and arms in all directions to lift and move packages and to perform grounds keeping and maintenance duties.  
Be able to ascend and descend a ladder while performing duties.  
Bend body at waist downward and forward to perform duties.  
Bend both legs and knees to kneel or place knees on concrete, vinyl, tile, grassy, gravel, and carpeted surfaces.  
Extend hands and arms in all directions to perform grounds keeping, maintenance and shoveling duties.  
Use upper and lower extremities to perform duties, and upper extremities to handle equipment, shovel snow and push and open doors.  
Use hands to select appropriate keys, insert keys into locks, turn doorknobs, and open doors.  
Answer, communicate and dial the telephone in clear, precise voice.  
Answer, communicate and use 2-way radio in clear, precise voice.  
Personally respond quickly to emergency situations in all areas of the building & grounds, assess each situation and take appropriate action.  
Have the physical ability to wear a negative pressure respirator and other personal protection equipment as needed.  
Perform work in confined spaces, such as, tunnels, caves, boilers, and hot water tanks.  
Perform work in high areas, using equipment such as, hoists, scaffolding and ladders.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises employees as assigned and/or while they are assisting with grounds care, whether existing maintenance staff, student workers, substitute or temporary labor. Schedules and directs assisting employees' hours and daily work assignments.
2. Performs and/or coordinates exterior grounds maintenance and care to ensure a safe and pleasant appearance of the District buildings.
3. Makes repairs on exterior and interior District building & grounds assets to the extent of his/her ability.
4. Conducts quarterly exterior grounds inspections of the District's properties.
5. Conducts monthly-quarterly inspections of the playgrounds using pre-established playground inspection form.
6. Monitors the performance of contracted exterior service providers, maintains records and reports results to the Facility & Grounds Director.
7. Works with the principals and staff making decisions regarding equipment for projects.

8. Verifies personnel hours of employment for employees assigned to his/her supervision.
9. Ensures field set up and care for athletic and other events.
10. Maintains supply inventory for all District exterior grounds care and communicates re-stock needs to the Facility & Grounds Director.
11. Recommends products and policy changes to increase efficiency and reduce expenses.
12. Enforces District policy guidelines utilizing coaching and counseling and progressive discipline methods.
13. Is in charge of emergency exterior grounds issues.
14. Tracks and maintains maintenance records of District grounds keeping vehicles and tools as well as coordinating the routine repairs and cleaning. Performs inspections of the District grounds keeping vehicles and tools ensuring legal requirements and continuing compliance.
15. During seasonally slower times and as needed throughout the year, serves as a back-up for the Facility & Grounds Director at the MS/HS.
16. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.