

Red Wing Public Schools Position Description

Buildings and Grounds Supervisor

General Information

Department:	Buildings, Grounds, and Technology
Unit:	Program Supervisors
Immediate Supervisor:	Director of Buildings, Grounds, and Technology
Grade Placement:	18
FLSA Status:	Exempt

Position Summary

The Buildings and Grounds Supervisor is responsible for supervising building custodians, groundskeepers, and arena staff members; overseeing building custodial services; coordinating and participating in the daily operation and maintenance of all athletic fields, grounds, and use of arena equipment; performing skilled technical work in the planning, implementing, and supervising of activities at the ice arena; and completing related work as apparent or assigned.

Essential Duties and Responsibilities

1.	<p>Supervises building custodians, groundskeepers, and arena staff members directly or through designated lead positions to assure facilities and grounds are safe, energy efficient and comfortable.</p> <ul style="list-style-type: none">a) Recruits, screens, interviews and selects department staff, including seasonal staff.b) Determines work priorities, assigns work, and schedules work activities.c) Monitors, evaluates, transfers, promotes, demotes, disciplines, and makes recommendations for the dismissal of department staff.d) Oversees staff development activities and training sessions.e) Implements department operational policies and procedures.f) Conducts regular meetings with department staff.g) Reviews payroll reports and coordinates leave requests.
2.	<p>Coordinates, monitors, and participates in the maintenance, care, and repair of district grounds:</p> <ul style="list-style-type: none">a) Sets up sports facilities and fields in accordance with athletic specifications.b) Repairs and/or installs playground equipment.c) Builds retaining walls, installs signage, or other related activities.d) Edges, mows, and fertilizes lawns. Maintains and monitors watering needs and the operation of irrigation systems.e) Calculates and applies pesticides according to industry safety procedures.f) Maintains pathways and roads. Patches pot holes, cleans drains, and removes debris.g) Operates power equipment such as edges, hedge trimmers, chain saws, tractors, loaders, as necessary.h) Makes repairs to equipment and irrigation systems.i) Assists in the custodial maintenance of the stadium including athletic field and bathrooms after events.

3.	<p>Coordinates, monitors, and participates in the operations and maintenance of the ice arena:</p> <ul style="list-style-type: none"> a) Resurfaces ice using resurfacer. b) Assists in maintaining refrigeration, ice surfaces, and mechanical equipment/systems. c) Maintains ice resurfacers by greasing bearings, changing oil, checking hydraulic hoses, changing blades and LP tanks, and related tasks. d) Performs daily maintenance on ice surfaces by edging, shaving, flooding and maintaining proper ice thickness. e) Repairs boards, glass, Plexiglas, nets, scoreboards, PA systems, etc. f) Maintains refrigeration system by recording daily logs, water treatment testing, chemical feed systems, water softeners, cooling towers, and making repairs, as necessary. g) Sweeps and mops floors and stairways; strips, cleans and finishes floors; cleans bleachers, glass and locker rooms, fountains, etc. h) Removes rubbish from building and grounds. i) Performs other custodial tasks.
4.	<p>Oversees the administration of the department budgets.</p> <ul style="list-style-type: none"> a) Purchases supplies and equipment. b) Approves invoices for payment. c) Controls supply inventory.
5.	<p>Responds to district emergencies as necessary. Carries cell phone 24/7.</p>
6.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	Minimum of 3 years of custodial or maintenance experience
Licenses / Certifications Required:	<ul style="list-style-type: none">• Valid driver's license in Minnesota• Class A CDL driver's license in Minnesota• Special Class C boiler license• Resurfacer certification required within 1 year of employment• Department of Agriculture Non-Commercial Applicator's License required within one year of employment• EPA Refrigerant Handling License required within 1 year of employment• First Responder Certification preferred. Basic First Aid Certificate required within 1 year of employment• AFE, MASMS or comparable facility management certification preferred but not mandatory• Others may be required depending on assignment and district needs

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals of supervision and management.
- Principles, concepts and best practices pertaining to facility and grounds management.
- District administrative policies and procedures (i.e. purchasing, human resource, budget, accounting, records and data retention requirements)
- Federal and state building, health and safety codes and regulations.
- Office administrative and recordkeeping principles, practices, and requirements pertaining to assignment.
- Operation of all equipment required in the performance of the job.
- Safety precautions, risk management procedures, and proper lifting mechanics.
- Application, use and proper storage of all chemicals used in performance of the job.
- Cleaning techniques and materials.
- Fundamentals of turf control and ground maintenance activities.

Essential Skills Required to Perform the Work

- Delegating, supervising, training, evaluating and planning work assignments and priorities for department staff.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, and district administrators.
- Monitoring work activities of outside contractors and vendors.
- Oral and written communication skills.
- Customer service orientation skills.
- Planning, recommending and administering department budget(s) and handling department accounting and purchasing functions.
- Planning, prioritizing, and organizing tasks and functions.
- Performing job responsibilities under minimal direction and supervision.
- Resolving interpersonal conflicts and motivating others to perform and meet time commitments.
- Time management and organizational skills.
- Basic math skills.
- Operating all vehicles and equipment used in performance of the job.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand				X
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance			X	
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell		X		
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		Team Lifting		
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Chemicals used in the grounds maintenance program and ice arena pose potential risks for inhalation of fumes, chemical burns, and skin absorption. Electrical shock is a risk involved in working with electronic equipment and tools. Work may involve climbing ladders where there is a risk of falling or injury. The work environment involves exposure to potentially dangerous materials, equipment and situations that requires following extensive safety precautions and may include the use of protective equipment. Duties involve working outdoors in all sorts of weather and environmental conditions and subject to irregular hours to meet arena/sporting event schedules and needs.

Classification History and Approval

Created: 9/2015

Revised: 4/15/16