



JOB DESCRIPTION

Job Title	Maintenance I – Grounds Supervisor
Department	Buildings & Grounds
Reports To	Director of Buildings & Grounds
Classification	Hourly Buildings & Grounds
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Maintenance I – Grounds Supervisor performs general duties in the daily maintenance of district facilities with an emphasis on grounds. Work includes operating and servicing trucks, mowers, tractors, and snow blowers/plows as well as selecting, overseeing and scheduling seasonal employees.

Essential Job Functions

- Organizes schedules for temporary/seasonal workers.
- Trains and supervises seasonal workers; conducts evaluations.
- Interviews and selects seasonal employees for hire.
- Performs seasonal maintenance and start-up operations on lawn equipment.
- Maintains cleanliness and safety of sidewalks and parking lots; including salting, sanding, and removing excess snow.
- Manages snow removal operations at all locations.
- Communicates with building staff to schedule field and grounds maintenance.
- Works with outside vendors and contractors to schedule maintenance and upkeep on fields and grounds.
- Performs/directs line painting operations.
- Operates and maintains all grounds equipment.
- Installs signage, posts, and repairs fencing.
- Removes brush, dead trees, and low hanging limbs.
- Calls in plow crews for snow removal.
- Plows and removes snow/ice during the winter months.
- Maintains ball fields for games, including dragging, lining, clearing of debris, and leveling.
- Trains temporary/seasonal workers on expectations, safe operation, and maintenance of equipment.
- Aerates, over-seeds, fertilizes, and repairs athletic turf.
- Maintains facility plantings, beds, and landscape areas.

- Researches and obtains pricing estimates on equipment and supplies. Makes recommendations for purchase.
- Responsible for overseeing and maintaining all irrigation equipment.
- Orders and purchases supplies and equipment as directed.
- Performs inspections and repairs on District athletic equipment on grounds and gymnasiums.
- Performs repairs on playground equipment.

Ancillary Job Functions

- Fills in for lead custodians in their absence.
- Troubleshoots mechanical issues and perform maintenance on equipment as needed.
- Washes and cleans district equipment and trucks.
- Assists other maintenance/custodial employees as needed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Low Voltage – trouble shooting ability.
- Must maintain a valid driver’s license.
- Must maintain a valid CDL.
- Pesticide applicator’s license, forklift training, areal lift, and respirator certificate.
- Ability to make independent decisions based on knowledge of district policies.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Supervisory experience.
- Grounds professional training.
- Turf management specialist.
- Demonstrated computer skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate and repair trucks, cars, mowers, tractors, and other necessary equipment.
- Ability to work independently without direct supervision.
- Ability to interact constructively with public and staff at all levels.
- Ability to administer and receive constructive criticism.
- Ability to keep accurate records.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.
- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels, or potentially hazardous or cancer-causing agents or chemicals.
- Requires standing/walking on hard surfaces.
- Requires routine lifting up to 75 pounds.

Physical Requirements – The physical demands described below are 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 essential functions.

- Must be able to talk, hear, feel attributes of objects, grasp, push, stand/walk, drive, reach, stoop/kneel/crouch, climb/balance/ operate mechanical equipment, and move up and down from/to sitting position on the floor.
- May be required to have repetitive wrist/hand/finger movement to operate necessary equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May be required to lift up to 100 pounds.