



Coord 6 / Dist Grounds

Purpose Statement

The job of Coord 6 / Dist Grounds is done for the purpose/s of overseeing and providing grounds maintenance services throughout the District; ensuring attractive and safe grounds and athletic fields; supervising assigned personnel; performing a needs assessment for District grounds; creating maintenance plans District grounds; performing a variety of special grounds maintenance operations; ; and maintaining grounds for assemblies, events and/or recreational activities.

Essential Functions

- Assigns specific duties to grounds personnel for the purpose of managing an efficient and effective work unit.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with outside contractors as needed for the purpose of ensuring the effective completion of grounds-related projects.
- Installs and Maintains playground equipment for the purpose of ensuring the availability of equipment in safe operating condition in compliance with established guidelines.
- Maintains job related grounds keeping and snow removal equipment equipment, including scheduling preventative maintenance for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Oversees grounds-related safety compliance for the purpose of ensuring grounds are maintained in a safe manner in compliance with regulations and guidelines.
- Oversees the preparation of athletic fields for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Oversees District landscaping and related issues (e.g. pruning, lawn care, hardscape, playgrounds, storm drains, fields, litter, etc.) for the purpose of managing an attractive, safe and well-maintained learning environment.
- Oversees in the application of chemicals for the purpose of controlling insects and weeds in accordance with established procedures.
- Performs general maintenance welding as assigned for the purpose of assisting with the general maintenance of District facilities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Repairs sprinkling systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring that District grounds are watered efficiently.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns as needed (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

- Supervises summer grounds crews and winter snow removal personnel for the purpose of ensuring efficient and effective use of human resources.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Job-related experience preferred.

Required Testing

Pre-employment Physical Exam

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 6