

Job Title: Grounds Director**Exemption Status/Test:** Nonexempt**Reports to:** Superintendent**Date Revised:** May 2016**Dept./School:** Grounds Department**Primary Purpose:**

Responsible for on-site leadership of day-to-day grounds maintenance operation ensuring that district grounds are safe, neat, and attractive.

Qualifications:**Education/Certification:**

Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of gardening and landscape maintenance

Ability to read and interpret landscape plans

Ability to perform mathematical calculations

Ability to direct and supervise personnel

Effective organizational, communication, and interpersonal skills

Experience:

3 years experience in gardening and landscape maintenance preferred

3 years supervisory experience preferred

Major Responsibilities and Duties:**Grounds Maintenance and Landscaping**

1. Assign all grounds work and oversee completion. Arrange for contract labor when work cannot be performed by district staff.
2. Assign priority to work orders and process them, including tracking of labor and material use.
3. Interpret plans and sketches to carry out landscape designs.
4. Establish and maintain care and watering schedules, including spraying, fertilizing, and pruning. Install, test, adjust, and repair sprinkler systems as needed.
5. Inspect grounds and facilities and initiate needed repairs, including the building and repair of fences and gates. Estimate the cost and time required for projects and order materials.

Safety

6. Provide training and orientation to all grounds personnel in safety procedures and proper and safe use of tools and equipment.
7. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Follow established procedures for locking, checking, and safeguarding equipment and facilities.

Inventory and Equipment

10. Prepare, implement, and maintain preventive maintenance schedules for tools and equipment. Ensure that maintenance is completed and vehicles and equipment are in safe operating condition. Recommend replacement of existing equipment when necessary.
11. Monitor the storage and use of all grounds equipment, tools, and supplies. Conduct regular inventory of physical equipment and supplies, order equipment and supplies when needed, and maintain accurate records.

Other

12. Respond to after-hours emergency calls as needed.
13. Assist in preparation of department budget.
14. Assist in recruiting, screening, training, and evaluation of grounds employees.
15. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Supervisory Responsibilities:

Monitor the work and issue work assignments to grounds crews.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____