

Job Description

Job Title: **Lead Groundskeeper**
 Job Family: **Technicians, Trades, Maintenance**
 Pay Program: **Classified**
 Prepared/Revised Date: **May 9, 2007**

Job Code: **5046**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 26**
 Typical Work Year: **12 months**

SUMMARY: Coordinate, perform and oversee the construction, installation and maintenance of landscape elements including, but not limited to, turf, trees, irrigation, drainage, fences, playgrounds, playground equipment, surfaces, asphalt, concrete, signage. Coordinate, perform and oversee preventative maintenance (PM) programs and inspections. Provide direction, leadership, coaching, training, mentoring and craft-specific technical guidance. Respond to after hours emergencies and snow removal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Prepare and maintain all district landscaping and grounds. Maintain, program and operate central irrigation control system. Oversee and perform all phases of landscape construction.	D	30%
2. Prioritize, estimate, schedule, assign, train, delegate, evaluate and coordinate work for grounds employees. Monitor work practices to ensure safety practices are being followed.	D	25%
3. Oversee and perform preventative maintenance (PM) and inspection program for grounds. Ensure timely completion of any deficiencies.	D	20%
4. Oversee and perform PM inspections, installations and repairs on playground equipment and surfacing. Ensure timely completion of any deficiencies.	D	10%
5. Operate, inspect and perform maintenance on landscaping equipment. Ensure timely completion of any deficiencies.	D	5%
6. Oversee and perform snow removal from parking, pedestrian and play areas when needed, utilizing loaders, plows, shovels, tractors, etc. Apply pre- and post-ice control material	M	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be at least 18 years of age.
- More than five years of experience in grounds maintenance and supervision.
- Must successfully complete the current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Commercial driver’s license (CDL) with Class A endorsement..
- National Playground Safety Institute (NPSI) Certification.
- Certified Landscape Technician (CLT) certification in one of three areas (irrigation, maintenance or construction).
- One additional certification in any area listed: International Society of Arboriculture (ISA) Certification; Sports Turf Managers Association (STMA) Sports Management Certification; College Horticulture Certification; or other appropriate, nationally recognized certification in the area of grounds and/or site maintenance.
- Successful completion of a pre-hire, post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to demonstrate to Manager or designee, proficiency in areas of certification.
- Problem solving skills.
- Knowledge of hardscape installation, inspection and maintenance.
- Supervisory skills.
- Knowledge of district safety training.
- Knowledge of landscape installation and maintenance.
- Ability to manage multiple tasks with frequent interruptions.

- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to comply with Maintenance On-Call Policy.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of trucks, trailers, power tools, hand tools and landscape construction equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Maintenance and Grounds Manager	040701

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Senior Groundskeeper	Up to 10	1460
	Groundskeeper	Up to 6	1467
	Seasonal Trades Helper	20	1478

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible of appropriate use of P-card to obtain various district materials.
- Reviews departmental purchases
- Ensures department stays within identified budget.
- Responsible for appropriate and efficient use of repair parts and tools as provided by the District.
- Responsible for identifying, estimating and prioritizing work.
- Maintain supplies, inventory and equipment.
- Make purchases on District credit card, document purchases and review all department purchases.
- Ensure department stays within prescribed budget.
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk		X		
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time
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	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyse	X			
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or air borne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	