

JOB TITLE
COORDINATOR GROUNDS

DIVISION
ADMINISTRATION

REPORTS TO
MANAGER GROUNDS

SALARY SCHEDULE & GRADE
I I, GRADE 6

LENGTH OF WORK YEAR
260 DAYS

DATE
SEPTEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Assists the supervisor with the coordination and implementation of grounds projects. Assists in the coordination and administration of the District's grass mowing and snow removal programs.

PERFORMANCE RESPONSIBILITIES

1. Supervises and coordinates assignments and projects performed by grounds employees.
2. Reviews plans and specifications with vendors regarding grounds projects.
3. Assigns, reviews and inspects work assigned to employees.
4. Coordinates meetings with principals on grounds building modification projects.
5. Plans and schedules yearly inspections of district playgrounds and grounds.
6. Supervises and evaluates assigned staff.
7. Coordinates and supervises the district's snow removal and grass mowing operations.
8. Implements best practices and standard operation procedures with the workforce to ensure efficiency of operations.
9. Performs other duties as assigned by the Manager Grounds.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School diploma or G.E.D.
2. Three (3) years experience in grounds service work

DESIRABLE QUALIFICATIONS

1. Vocational school training/degree
2. Experience and knowledge of all aspects of construction trade
3. Proven ability to lead others

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