

JOB TITLE
MANAGER
GROUNDS

DIVISION
ADMINISTRATION

REPORTS TO
DIRECTOR GENERAL
MAINTENANCE/
RENOVATIONS/GROUNDS

SALARY SCHEDULE & GRADE
I I, GRADE 8

LENGTH OF WORK YEAR
260 DAYS

DATE
JULY 12, 2004

SCOPE OF RESPONSIBILITIES

Coordinates, plans, trains, and supervises environmental services staff. Schedules and inspects all performed work and sets quality standards. Ensures that all environmental, governmental, and safety precautions are implemented.

PERFORMANCE RESPONSIBILITIES

1. Supervises and evaluates the job performance of employees in the pest control programs.
2. Supervises and evaluates the job performance for the Grounds and Tractor Service Foreman.
3. Plans and inspects pest control programs.
4. Plans and inspects the turf management program including spraying, seeding, and upkeep of athletic fields and grounds, and weed control operations.
5. Coordinates, inspects, and keeps records on ornamental plantings around the school system.
6. Supervises and evaluates staff as assigned.
7. Writes technical manuals for quality standards and procedures on pest control, turf management, and plantings.
8. Coordinates and implements EPA, OSHA, and Board of Health regulations with reference to health and safety of employees of the unit.
9. Keeps abreast of new chemicals, procedures, and equipment in the field of grounds maintenance.
10. Performs other duties as assigned by the Director General Maintenance/Renovations/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, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, 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. Five (5) or more years successful leadership experience and knowledge in grounds maintenance work
3. Five (5) or more years successful leadership experience in turf management and in use of pesticides and herbicides
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Bachelor's Degree in agronomy or related field

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