**GROUNDS MAINTENANCE LEAD**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Maintenance and Construction **Classification:** Auxiliary

**Dept/Campus:** Maintenance **Paygrade:** A-3

**Wage/Hour Status:** Nonexempt **Created:** March 2013

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Maintain safe and attractive grounds and landscaping for the district.

**QUALIFICATIONS:**

**Education/Certification:**

Valid driver’s license

High School Diploma or GED

**Special Knowledge/Skills:**

Ability to read and understand written instructions

Ability to communicate effectively

Ability to operate tractor and landscaping equipment

Ability to operate riding or power mower, power tools, and hand tools

**Experience:**

Five years experience in lawn care

Two years grounds supervisory experience preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

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| 1. Responsible for maintaining the mowing schedule for all district grounds
2. Assign grounds work and supervise the grounds crew personnel.
3. Inspect district grounds for completion of work.
4. Responsible for the servicing and storage of equipment, tools and supplies.
5. Ensure that vehicles, equipment, and tools are in safe operating condition.
6. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.
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| 1. Care for trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
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| 1. Plant shrubs and vegetation.
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| 1. Assist with the preparation of athletic fields for games, including chalking fields.
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| 1. Water grounds and apply fertilizer.
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| 1. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.
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| 1. Operate tools and equipment according to prescribed safety procedures.
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| 1. Follow established safety procedures and techniques to perform job duties, including lifting.
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| 1. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
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| 1. Compile a weekly report on grounds equipment and campus activity.
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**SUPERVISORY RESPONSIBILITIES:**

Groundskeepers

**EQUIPMENT USED:**

Tractor and mower, riding and power mower, gas-powered weed trimmer, blower, edger, sprayer, striping machine, garden and hand tools

**WORKING CONDITIONS:**

 **Mental Demands/Physical Demands/Environmental Factors:**

Constantly moves about the district grounds. Typically bends, stoops and crouches on a regular basis. Frequently lifts, carries or otherwise moves and positions objects and supplies. Work outside and inside around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer) and loud noises. Frequent district wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date