JOB DESCRIPTION

SUPERVISOR OF MAINTENANCE AND GROUNDS

JOB TITLE: Supervisor of Maintenance and Grounds

WAGE/HOUR STATUS: Exempt

REPORTS TO: Director of Operations

TERMS: 260 Days

DEPARTMENT: Plant Services

PAY GRADE: Manual Trades 6

PRIMARY PURPOSE:

Supervises all maintenance personnel and daily maintenance operations to ensure district buildings and grounds are safe, neat, and attractive

QUALIFICATIONS:

Minimum Education/Certification:

Valid Texas driver’s license and a clean driving record

Special Knowledge and Skills:

- Knowledge of gardening and landscape maintenance
- Ability to read and interpret blueprints and landscape plans
- Ability to operate heavy equipment, including backhoe and trencher
- Ability to operate riding or power mower, power tools, and hand tools
- Ability to direct and supervise personnel and coordinate grounds operations
- Maintain State Certified Pool Operator’s license (CPO)

Experience:

3-5 years experience in supervision of maintenance personnel and maintenance operations; must have experience in overseeing and directing the work and performance of maintenance and grounds personnel in all facets of maintenance service functions

MAJOR RESPONSIBILITIES AND DUTIES:

Organizational/School Climate

1. Develops and maintains positive staff morale with the maintenance department

2. Is effective in communicating with staff, community, media and board
Job Description

Supervisor of Maintenance and Grounds

Major Responsibilities and Duties: (continued)

Organizational/School Climate (continued)

3. Ensures that effective communication techniques are used by the maintenance and grounds department (with each other, with campus administration, etc.)

4. Cooperatively develops long and short range objectives and goals for the maintenance operations of the school district

5. Demonstrates openness to maintenance and District staff and a willingness to improve maintenance and grounds effectiveness

Personnel Management

6. Ensures that maintenance operations and grounds are supportive of the instructional goals and objectives of the District

7. Supervises all maintenance and grounds personnel

8. Defines job performance expectations of subordinate staff, evaluates job performance, conducts conferences, and develops training options and/or improvement plans to ensure the best operation for the department

9. Is effective in the development of all staff members

10. Delegates duties, responsibilities, and functions effectively

11. Makes recommendations to the Director of Operations for selection and employment of maintenance and grounds personnel

Administrative and Fiscal/Facilities Management Safety

12. Is effective in providing leadership and management for the maintenance and grounds staff

13. Ensures that all facilities are kept in good repair and provide a safe and conducive learning environment for all students

14. Assists the Director of Operations in initiating a program which will insure proper care and maintenance of all school equipment and properties

15. Assist in planning and implementing an annual budget for maintenance and operation of the school plant
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Administrative and Fiscal/Facilities Management Safety (continued)

16. Works with established purchasing policies of the District to requisition maintenance supplies and equipment for the maintenance program

17. Make recommendations to the Director of Operations concerning improvements in the overall operation and management of the school plant

18. Supervises the maintenance and use of all school plant maintenance equipment and vehicles

19. Is responsible for all maintenance vehicles meeting safety standards as prescribed by state laws and regulations

20. Makes periodic reports to the Director of Operations concerning the conditions of the school plant and its properties

21. Cooperates in supervising the LISD energy management program; makes assignments of maintenance staff in such a manner that energy management responsibilities are shared and that those responsible work as a team to minimize energy consumption

22. Reports to the Director of Operations any emergency and/or hazardous conditions relating to asbestos and other toxic substances and makes recommendations to address the problem

23. Performs other such duties as may be assigned by the Director of Operations and/or the Superintendent of Schools

Professional Growth and Development

24. Conducts oneself in a professional, ethical manner, in accordance with generally accepted community standards

25. Seeks, accepts and responds to evaluative feedback to improve performance

26. Takes the initiative to develop needed professional skills appropriate to job assignment

27. Demonstrates behavior that is professional, ethical and responsible; is a role model for all district staff
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Grounds Maintenance and Landscaping

28. Assign priority to work orders and process them, including tracking of labor and material use

29. Interpret blueprints, plans, and sketches to carry out landscape designs

30. Establish care and watering schedules, including spraying, fertilizing, pruning, etc.

31. Inspect grounds and facilities and initiate needed repairs, including the building and repair of fences and gates

32. Install, test, adjust, program, and repair sprinkler systems at campus locations

33. Oversee daily activities of athletic grounds crew and campus grounds crew

34. Work with outside pest control contractors to ensure IPM principals are followed

35. Keep up with any changes in pest control laws and regulations

36. Oversee set up of athletic facilities for rentals and regular scheduled school functions

37. Maintain swimming pool at Aquatic Center

Inventory and Equipment

38. Coordinate the storage and use of all grounds equipment, tools, and supplies

39. Prepare, implement, and maintain preventive maintenance and repair procedures for grounds equipment and tools

40. Order equipment and supplies and maintain accurate records

41. Recommend replacement of existing equipment

42. Conduct annual inventory of physical equipment and supplies

Other

43. Work irregular hours and respond to after-hours emergency calls as needed

44. Assist in preparation of department budget
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other (continued)

45. Assist in recruiting, screening, training, and evaluation of grounds employees

46. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism)

47. Comply with district policies and procedures, as well as state and federal laws and regulations

48. Maintain confidentiality in the conduct of district business

49. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

50. Demonstrate regular and prompt attendance

51. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate work of groundskeepers

EQUIPMENT USED:

Heavy equipment, including backhoe, trencher, and grader blade; tractor and mower; riding and power mower; gas-powered weed trimmer; blower; edger; sprayer; striping machine; garden and hand tools; aerator; light truck or van

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data
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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Manual Trades Evaluation

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________ Date: __________________________

Signature: ____________________________________________ Date: __________________________

ESTABLISHED/REVISED: March, 2017