



# Longview Independent School District

## JOB DESCRIPTION

# SUPERVISOR OF MAINTENANCE AND GROUNDS

<b>JOB TITLE:</b>	Supervisor of Maintenance and Grounds	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Operations	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Plant Services	<b>PAY GRADE:</b>	Manual Trades 6

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### 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



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### 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



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### 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 prescribes 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 substance 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



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### 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



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### 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

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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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: March, 2017