



Longview Independent School District

JOB DESCRIPTION

SUPERVISOR, GROUNDS/ATHLETIC

JOB TITLE:	Supervisor, Grounds/ Athletic	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Extracurricular Activities	TERMS:	260 Days
DEPARTMENT:	Aquatics/Athletics	PAY GRADE:	Manual Trades 6

PRIMARY PURPOSE:

Supervises a grounds crew and participates in the manicuring and maintenance of athletic fields and athletic facilities so that they are safe, neat and attractive for students, faculty, staff and patrons; supervises and participates in the preparation and application of herbicides, pesticides, fungicides, fertilizers and other chemicals, and the performance of routine maintenance tasks around athletic facilities

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED certificate
Possession of a valid Texas driver's license
Texas structural pest control license
Texas commercial driver's license desired

Special Knowledge and Skills:

- Good knowledge of the policies, procedures, hazards and safety precautions associated with the maintenance of athletic fields and facilities, and the ability to respond appropriately in hazardous situations
- Good knowledge of an ability to operate a broad range of grounds maintenance vehicles, equipment, power and hand tools
- Good knowledge of the methods, practices, tools, equipment, hazards and safety precautions involved in the preparation and application of herbicides, pesticides, fungicides, fertilizers and other chemicals
- Ability to schedule, assign, supervise and evaluate the work of subordinate personnel
- Ability to perform moderately heavy manual tasks under variable and sometimes adverse weather conditions
- Ability to communicate effectively, both orally and in writing
- Ability to keep accurate records and prepare routine reports



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QUALIFICATIONS: (continued)

Special Knowledge and Skills: (continued)

- Ability to establish and maintain effective working relationships with subordinate employees, supervisors, fellow employees and the general public
- Skill in the operation of a variety of grounds maintenance vehicles, equipment, power and hand tools

Minimum Experience:

Considerable experience in maintenance of athletic fields and facilities including experience in the operation of pertinent equipment and tools and the application of chemicals

Or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

DISTINGUISHING CHARACTERISTICS:

Employees in this classification are responsible for scheduling, assigning and supervising a small crew of grounds keepers engaging in maintenance of and repair of athletic fields and facilities. Duties include supervising and assisting employees engaged in the operation of tractors, lawn mowers and various power and hand tools used to manicure and maintain athletic fields and facilities. Duties also include supervising and participating in the preparation and application of chemicals and fertilizers, and the performance of routine maintenance activities on athletic grounds and facilities. This is a supervisory level classification in the Operations and Grounds Division.

Work is performed under general supervision and is reviewed by a supervisor through inspections, conferences and review of completed work records.

MAJOR RESPONSIBILITIES AND DUTIES: (May not include all duties performed; not all incumbents perform all essential functions delineated.)

1. Schedule, assign and supervise a small crew of subordinate grounds keepers engaged in the manicure and maintenance of athletic fields and athletic facilities
2. Supervise and participate in the operation of grounds maintenance equipment such as large tractors with grass-cutting and excavation attachments, lawn mowers, weed eaters, trimmers, edgers, blowers and chain saws; supervise and participate in servicing equipment and performing preventative and minor maintenance



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Supervise and participate in the preparation and application of a wide variety of herbicides, pesticides, fungicides, fertilizers and other chemicals; supervise and participate in the maintenance and repair of irrigation systems
4. Supervise and participate in a variety of maintenance activities such as, the trimming and removal of trees, the trimming of shrubs and maintenance of flower beds, the installation and removal of athletic and playground equipment, the maintenance of fences and barriers, and the moving of furniture and equipment
5. Supervise and participate in laying-out and lining-off athletic fields
6. Provide guidance and training for subordinate employees; evaluate employee performance; recommend disciplinary action as needed
7. Ensure compliance with safety policies, procedures, rules and regulations; ensure that safety precautions and equipment are utilized appropriately
8. Maintain records and prepare reports
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. 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)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate workers as assigned



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EQUIPMENT USED:

Tractor and mower, riding and power mower, gas-powered weed trimmer, blower, edger, sprayer, striping machine, garden and hand tools, posthole auger, and aerator; light truck or van

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent sitting, walking, standing, climbing, stooping, bending, kneeling, reaching, pulling, pushing; heavy lifting and carrying; reaching over head; repetitive hand motions; work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, and around machinery with moving parts; move small stacks of textbooks, media equipment, desks, and other classroom equipment; exposure to hot and cold extreme temperatures, excessive/loud noises, fumes, and toxic chemicals (herbicides and fertilizer); frequent district-wide travel; state travel may or may not be required; prolonged use of computer terminal possible; 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; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds); work requires physical strength, agility, dexterity, hand-eye-foot coordination, and motor skills to perform all necessary essential functions including the operation of motorized equipment with attachments, the operation of power and hand tools, and the lifting of heavy objects up to 50 pounds; work also requires employee to balance self, materials and tools on high and/or slanted surfaces;

Hazards/Unusual Demands:

Work is performed primarily in an outdoor environment and frequently requires working unusual hours or shifts; work exposes employee to a wide range of weather conditions and to noises, fumes and potential physical hazards when operating tractors, mowers and other power tools; employee is also exposed to potential physical hazards when working off ladders, catwalks and supports; work also exposes employee to potential chemical hazards when handling and applying chemicals; work requires the frequent use of safety clothing and equipment and compliance with safety rules and procedures



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EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or 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: APRIL, 2020