

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Grounds Manager

## QUALIFICATIONS:

1. Three years experience in sports turf management and grounds care management.
2. Three years experience in general construction practices.
3. Demonstrate aptitude or competence for assigned responsibilities.
4. Have current CDL for State of Iowa.
5. Have and maintain Pesticide license and certification for the State of Iowa.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Operations

SUPERVISES; Assistant Grounds Employees, Seasonal Grounds Employees

JOB GOAL: To maintain the grounds of all district schools in a condition of safety, neatness, and aesthetic attractiveness, so that each student may be provided with an environment both pleasing in appearance and enjoyable for play.

## PERFORMANCE RESPONSIBILITIES:

1. Coordinates, supervises, and participates in the grounds maintenance and the in-house construction work of the district's schools and related facilities.
2. Assigns duties and supervises grounds grounds personnel and inspects completed work.
3. Confers with Director of Operations, school principals, landscape architects, and other parties in making plans for landscaping, planning, and maintenance.
4. Interprets plans and sketches in carrying out landscaping designs (athletic, playground, concrete designs).
5. Selects trees, shrubs, plants, and seeds appropriate for sowing.
6. Instructs and assists in propagating and cultivating work required for all the various types of vegetation in the district.
7. Train and instruct grounds personnel to perform horticultural duties as required.
8. Prepares and monitors watering schedules on all the districts athletic turf fields.
9. Procedures for supplies and equipment/
10. Establishes personnel schedules and maintains such personnel records as are needed.
11. Assists in recruiting, screening, recommending for hiring, and training of all grounds keep staff.
12. Evaluates grounds personnel using district approved evaluation forms.
13. Makes sure the grounds staff follows safety procedures in shop, equipment and district properties.
14. On-call around the clock for weather emergencies and other school related disasters.
15. Determines when to start snow removal procedures.

16. Concrete design, set up and finishing.
17. Follow purchase order procedures and use practical purchasing decisions.
18. Commercial fence design, building, repair and maintenance.
19. Soil prep, excavating of all grounds as needed.
20. District moving and deliveries of special need items.
21. Perform maintenance and mechanics of all grounds equipment.
22. Rescue and retrieve school buses or small district vehicles either from breakdown or weather related accidents. (Towing or fixing the mechanical breakdown)
23. Perform welding and torch cutting on equipment or design building of equipment.
24. Know design, layout, maintenance procedures for underground irrigation, such as plumbing repairs, spring start-ups, and winterization.
25. Have Herbicide and Pesticides License (30T cat)
26. Have CDL commercial driver's license.
27. Design, preparation, and set-up of athletic fields and train personnel to do the same.
28. Unloading of commodity trucks at high school and junior high.
29. Keeps district grounds and athletic fields policed from litter and debris.
30. Assist transportation department with mechanical breakdowns of fleet. Assist in the bi-annual fleet inspection.
31. Assist school carpenters and building maintenance personnel in certain building renovations and repairs.
32. Recommends supplies and equipment for purchase, and maintains the inventory of district-owned hand tools, equipment, supplies, chemicals, and materials.
33. Examines district-owned outside facilities for purposes of preventive maintenance.

TERMS OF EMPLOYMENT: Twelve-month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/20/03