

## GROUNDS COORDINATOR

Classification: Maintenance

Location: Facility Operations

Reports to: Facilities Manager/Maintenance Supervisor

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Responsible for using a variety of tools, equipment, and treatments to maintain grounds including planting, cultivating, spraying, pruning, and cutting plants, trees, shrubs, grass, and flowers. Responsible for determining the care and treatment necessary to maintain grounds in good condition. Responsible for making sure sports fields are prepped, lined, and ready for games. Responsible for maintenance and inspection of district playgrounds and surrounding areas to ensure safe operations. Communicates and coordinates with district contractors.

### **Part II: Supervision and Controls over the Work:**

Work is performed under the supervision of the facilities manager/maintenance supervisor who assigns work and responsibilities and sets priorities. Employee is expected to independently perform assigned work only seeking the assistance of the supervisor in unusual or difficult situations. Employee plans and performs assigned work with minimum disruption of the education learning environment.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

Lead Responsibilities:

1. Evaluates maintenance and repair workload, scheduling work, assigning work of grounds workers and mechanic, and inspecting completed work.
2. Provides training and assistance to grounds workers and mechanic in performing maintenance and repair work.
3. Manages supply inventory to assure timely availability of needed materials. Initiates and processes requisitions in accordance with supervisor and department direction and

guidance and district policy. Receives and inventories materials, supplies, and equipment.

4. Participates with the supervisor in the interviewing, screening, and selection of new employees. Provides input for employee evaluations. Works with supervisor to address performance and behavior concerns.
5. Assists in accident investigations.
6. Reviews blueprints and plans prior to installing and repairing irrigation systems.
7. Completes well water recording reports for district water purveyors.
8. Completes and/or oversees catch basin reporting to WES (Water and Environment Services).
9. Reviews blueprints and plans when replacing trees, shrubs, plants, etc.
10. Oversees the District irrigation and control systems.
11. Manages IPM program to ensure the District is following the Oregon IPM law.
12. Make sure sports fields are maintained and ready for play, to include: fertilization, weed control, irrigation and GMAX testing.
13. Performs and/or oversees the maintenance and inspection of playground equipment to ensure safe operations.
14. Coordinates the work of District contractors, facilitating communications, schedules, and timelines.
15. May be privy to confidential personnel information, and will keep information confidential and secure.

Grounds duties and responsibilities include but are not limited to:

1. Cutting lawns including trimming and edging.
2. Pruning shrubs and trees to shape and improve growth.
3. Removing trash, damaged plants, grass, leaves, and branches.
4. Spraying lawns, plants, shrubs, and trees with fertilizer, herbicides, and pesticides.
5. Conditions and prepares soils and transplants or plants seeds, seedlings, or bulbs according to instructions and planned design of the landscaped area.
6. Waters lawns, shrubs, and flowers.
7. Maintains paths and walkways.
8. Performs maintenance and makes minor repairs on power equipment and hand tools.
9. Maintains or assists in maintaining athletic fields including mowing, raking, lining, leveling, repairing, etc.
10. Operates such equipment as tractors, mowers and gang mowers, trimmers, blowers, lime or fertilizer spreaders, lawn roller, and snow removal equipment.
11. Operates district vehicles and trucks to transport equipment and materials.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

1. Graduation from high school or equivalent.
2. Four years of successful experience as a groundsworker.
3. Two years minimum experience supervising or leading grounds workers.
4. Three years mechanical experience.
5. Maintain IPM or Herbicide License through the Oregon Department of Agriculture.
6. Ability to utilize office technology to document assigned work, control inventories, initiate service orders, etc., to include Microsoft Excel and Word documents.
6. Ability to respond to after-hours emergencies on a timely basis.
7. Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
8. Ability to operate power equipment, heavy equipment, and maintain lift certifications.
9. Maintenance of IPM or Herbicide License through the Oregon Department of Agriculture.
10. Knowledge of lawn, tree and shrub care.
11. Must possess a valid driver license and a safe driving record and be able and willing to operate district owned vehicles.
12. Ability to maintain confidentiality of all district and personnel matters.

**Part V: Desired Qualifications:**

1. Substantive training and/or experience in care and maintenance of plants, trees, flowers, and shrubs.
2. Horticulture degree or equivalent experience.

**Part VI: Physical and Environmental Requirements of the Position:**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to bend, climb, sit, talk, move about, hear and speak. Noise level is high when operating power equipment.
- The employee must occasionally lift and/or move up to 60 pounds and more than 60 pounds using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.
- Employee may be exposed to toxic fumes and spills from use of chemicals.