

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Maintenance ~ Groundskeeper Lead

Purpose of the Job

Serve as the district's first-line coordinator of daily grounds maintenance activities.

Essential Job Functions

1. Prioritize, review, and schedule the work of grounds crew to repair and maintain district grounds.
2. Directly oversee the daily activities of grounds personnel including review of leave requests, training of permanent and temporary workers, and recommend purchase of materials, supplies, and equipment.
3. Provide input to Director regarding appointment and evaluation of grounds department personnel.
4. Perform grounds work as necessary, which may include heavy lifting.
5. Meet with district staff to review requests, inspect the work areas, provide cost estimates, and follow-up to assure successful completion of project.
6. Inspect district grounds and support equipment for compliance with all applicable safety and code regulations (may include crawling, kneeling, etc.).
7. Develop and maintain a prioritized listing of grounds projects to be accomplished by the Maintenance Department personnel and/or contractors.
8. Assist in the preparation and implementation of Maintenance Department policies, procedures, budgets, and long-range planning.
9. Verify the correct and timely ordering of materials, supplies, and equipment for grounds projects.
10. Update existing grounds blueprints as changes, alterations, and additions are made.
11. Organize and lead the district's emergency response effort in times of inclement weather or other emergency situations involving district grounds and parking lots.
12. Maintain and update the Material Safety Data Sheets of grounds department materials.
13. Use computer programs (irrigation control, word processing, spreadsheet, etc.) with monochrome or color video display terminals and ordinary alpha/numeric personal computer keyboards during daily operations.
14. Other duties as assigned.

Qualifications:

Education & Experience:

1. **Associate degree in Horticulture or related field preferred.**
2. **Training and demonstrated experience in management and teambuilding.**
3. Training and direct experience in maintenance of playfields and grounds, preferably in an educational environment.
4. Direct experience in operation, repair, and maintenance of mechanical and electrical equipment used for grounds care.

Knowledge Skills & Abilities:

5. Knowledge and direct experience in installation, repair, and maintenance of irrigation systems.
6. Demonstrated ability to plan, coordinate, and supervise the work of grounds staff, including hiring, training, disciplining, and evaluating.
7. Knowledge of safe practices, regulations, procedures, and requirements relating to grounds.
8. Direct knowledge and experience of electronic irrigation controls.
9. Ability to effectively implement required responsibilities of the District's Emergency Response Plan and to coordinate efforts with maintenance and custodial crews to support prioritized response to all defined emergencies.
10. Demonstrated ability to work constructively and develop a positive climate within a diverse environment which includes district maintenance staff, administrators, teachers, and students.
11. Ability to coordinate with maintenance and custodial crews to ensure maximum efficiency.
12. Good communication skills, both verbal and written.

