



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Turf & Grounds Manager

SCHOOL / DEPT: Operations / Grounds

EVALUATOR: Director: Operations

SALARY SCHEDULE: Operations Team - Level 5

APPROVED BY: Boyle County Board of Education

DATE: MAY 2024

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

The Turf & Grounds Managers is responsible for maintaining the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program. The Turf & Grounds Manager oversees and manages the care, maintenance and renovation of all District grounds, outdoor areas and facilities, including the athletic turf, fields and exterior playing surfaces. The Turf & Grounds Manager will coordinate and oversee the work of personnel who care for District property, grounds, landscaping, plants, walkways and maintain a high standard of exterior appearances.

JOB QUALIFICATIONS

This position requires any combination equivalent to:

- Bachelor's degree in Turf Management or related field preferred.
- Intensive experience in groundskeeping, specifically maintaining and grooming Bermuda Grass.
- A high school diploma or G.E.D. Certificate as required by Kentucky law.
- Valid Kentucky driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Develop and implement plans for the successful maintenance of all athletic fields and grounds.
- Plan, oversee, and project-manage major athletic grounds and fields renovation projects, as assigned; schedule, facilitate, oversee, and quality control reconstruction activities, including the work of external contractors.
- Oversee assigned personnel, which includes assigning work, work allocation, training and problem resolution; evaluating performance and making recommendations for personnel actions.
- Develop and manage budgets related to athletic fields and grounds.
- Purchase, maintain, and manage inventory of athletic field maintenance equipment and supplies.
- Supervise the conversion and protection of athletic fields during special events.
- Restore fields damaged by weather, use, or other conditions to a level commensurate with that expected athletic grounds.
- Manage and review irrigation systems performance and initiate changes when necessary.

- Be in attendance (major venues) during sporting events to supervise field use.
- Plan and direct the work of all grounds personnel involved in the maintenance activities on school properties.
- Conduct routine and periodic inspections of school grounds.
- Prepare specifications and submit cost estimates of proposed work activities.
- Perform routine maintenance duties on campus grounds as directed.
- Provide in-service training grounds personnel on new equipment and work methods.
- Conduct safety inspection, accident, investigations and training programs to create a safe environment.
- Develop an annual priority list and schedule for maintenance of equipment and grounds.
- Determines the priorities of work requirements.
- Plans for seeding, fertilizing, grass cutting, and tree planting for all grounds. Performs other duties as assigned.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook and Kentucky Revised Statutes.
- Fulfilling contractual obligation of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervises grounds staff.

WORKING CONDITIONS

- Regularly required to use hands, fingers and arms.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl and required to bend or twist at the neck and trunk while performing duties of this job.
- Continual use of hand strength to grasp tools.
- Occasionally required to sit and climb or balance and frequently must squat, stoop or kneel, reach above the head and reach forward.
- Frequently lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally will walk on slippery surfaces.
- Requires activities involving working around moving mechanical equipment.
- Frequently working with toxic or caustic chemicals, fumes and sprays.
- The noise level in the work environment is frequently loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.