



Job Title: Assistant Manager – Grounds and Central Maintenance

Supervisor: Coordinator – Maintenance

Terms of Employment: 246 days

Job Summary:

The Assistant Manager – Central Maintenance coordinates, plans and supervises the work of foreman, specialists, and workmen performing irrigation, turf, and grounds work across the district. This position directs services; provides information and serves as a resource to the Coordinator – Maintenance; achieves defined objectives by planning, scheduling, evaluating, developing, implementing and maintaining services in compliance with established guidelines, codes, and regulations; and supervises and directs staff. Required to perform “On-Call” duty and responds to emergencies as needed. Adheres to the HCS core values.

Essential Duties:

1. Plans, supervises, schedules, assigns, and evaluates work to crews engaged in general repair and maintenance activities; schedules and ensures completion of all assigned maintenance activities.
2. Inspects and maintains all district turf areas including competition athletic fields, practice fields, playfields, and general grounds.
3. Responsible and accountable to manage all district contracted lawn care services, pest control services, tree services, fencing services and playground services.
4. Ensures that all repairs and preventative maintenance work is completed in a timely and efficient manner.
5. Responds to and coordinates staff in emergencies during and after standard hours for the purpose of resolving issues or immediate safety concerns.
6. Communicates expectations and standards of performance to subordinates and reviews work to ensure that it was done properly.
7. Inspects all aspects of projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements, and inspection reports and payment requests are correct.
8. Assists in the compilation of data; prepares correspondence, reports, summaries and budgets.
9. Collaborates with internal personnel and external stakeholders for the purpose of implementing and/or maintaining services and programs.



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10. Maintains systems for monitoring and tracking service requests, work performed, and compliance with Hazard Communications program requirements, compliance with safety requirements, supplies and parts inventories, purchases, and turn-key operations.
 11. Coordinates ordering and purchasing of supplies, equipment and contract work according to required purchasing and bidding procedures.
 12. Supervises group operations (e.g. budgeting, safety programs, site repairs, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
 13. Assesses incidents and complaints to ensure proper resolution or to recommend a resolution to the situation.
 14. Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
 15. Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
 16. Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
 17. Recommends new hires, promotions, terminations, and transfers for the purpose of maintaining staffing needs and productivity of the work force.
 18. Screens, selects, and provides on-the-job training for trades personnel.
 19. Recommends policies, procedures, and/or actions for the purpose of providing direction for meeting the District's goals and objectives.
 20. Researches new products, laws, and regulations for the purpose of recommending purchases, contracts and proper maintenance of district wide services.
 21. Proficient in using software such as SchoolDude, Word, Excel, etc.

Other Duties:

Performs such other tasks and assume such other responsibilities as may from time-to-time be assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):



1. Associate's degree in turf management required; Bachelor's degree preferred.
2. Minimum seven years' experience in turf management; or an equivalent combination of education and experience. Relevant general facilities maintenance experience is desired.
3. Ability to become a Certified Field Builder (CFB) sponsored by the American Sports Builders Association within one (1) year of employment.
4. Clean driving record and evidence of insurability required.
5. CDL-B License; Valid Class E Driver's License required.
6. Working knowledge of schools and building general maintenance management with a minimum experience of five years in a supervisory role.
7. Ability to use a variety of software systems, such as SchoolDude, to track and plan activities, and compose reports
8. Ability to organize time and establish work priorities; excellent oral and written communication skills; and ability to perform duties with limited supervision.
9. Knowledge of preventative maintenance processes and ability to plan for and complete preventative maintenance activities.
10. Advanced technical training and certifications are highly desired.
11. Experience ordering parts and supplies and maintaining an inventory to minimize downtime to the operation.
12. Ability to comprehend working schedules and coordinate all general maintenance staff.
13. Have organizational skills to ensure proper planning and oversight.
14. Requires the ability to lead others, as well as high-level problem solving and decision making skills.
15. Knowledge of safety practices relevant to general maintenance activities.
16. Knowledge of tools, equipment, materials, and supplies used in the designated trades.
17. Knowledge of techniques, methods, requirements and practices used in the designated trades.
18. Skill in the use of various trade tools and equipment.
19. Requires the ability to make recommendations that impact the budget and manage the budget within an assigned unit/division.
20. Have the fortitude and moral fiber to do what is right, treat others fairly, watch out for the interests of the district, and accept one's responsibility.
21. Knowledge of proper PPE to accomplish assigned tasks.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:



- physically capable of frequently lifting or moving up to 50 pounds;
- physically able to climb stairs, ladders, and scaffolding to inspect work;
- specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- ability to sit and stand for extended periods of time;
- manual dexterity for the purpose of using a telephone and data entry;
- read a computer screen and printed material with or without vision aids;
- hear and understand speech at normal levels and on the telephone; and
- speak in audible tones so that others may understand clearly in person and on the telephone.
- Physically capable of wearing PPE (eye protection, hearing protection, hand protection, safety shoes, protective clothing, etc.)

Work Environment:

The work environment characteristics described here are 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.

Pay Grade: 204

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.