

MANAGEMENT JOB DESCRIPTION

GROUNDS, SAFETY, AND MAINTENANCE MANAGER

JOB SUMMARY:

Under the direction of the Director of Maintenance and Operations, directs, plans, coordinates, schedules, manages, and evaluates the District's groundskeeping and related maintenance and construction issues. Supervises and evaluates assigned staff. Assists the Director in the planning and development of the District's landscaping and irrigation systems; performs related duties as assigned. Committed to providing leadership, promoting teamwork, collaboration, and cross-training to provide optimum services and support.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates, directs, and oversees essential groundskeeping/maintenance and construction-related issues by setting priorities in order to meet schedules and timelines.
- Develops and promotes teamwork and cross-training of respective departments to provide optimum safety, services, and support for students, staff, and community.
- Develops methods and procedures that provide continuity and efficiency in the groundskeeping department.
- Provides support in a variety of District-related projects, such as new construction, modernization, and major capital improvement projects.
- Establishes and ensures the proper maintenance of District's groundskeeping equipment and records for safety, administrative, and audit purposes.
- Establishes and maintains cooperative and effective working relationships with others.
- Participates in bid openings and staff interviews.
- Attends meetings, workshops, and conferences to maintain current knowledge of all city, county, state and health department regulations.
- Develops and maintains a program for the maintenance, repair, and new installation of all the District's asphalted concrete.
- Establishes and maintains the District's pest control management, Storm Water Pollution Prevention Plan, and the Labor Compliance Program.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Responsible experience in management, landscaping, groundskeeping, and construction or equivalent.
- Ability to read blueprints and estimate time and material for work orders; train, plan, organize, evaluate, and supervise the work of assigned staff; establish and maintain proper records; use computer-based data programs; establish and maintain effective working relationships; communicate and interact effectively and professionally; analyze situations and adopt effective courses of action; meet schedules and timelines.
- ~~Work harmoniously~~ Work harmoniously with outside vendors, school staff, and the public.

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- Must possess a valid Qualified Applicator Certificate issued by the State of California, Department of Food and Agriculture, as applicable to school buildings and ground pest control within six months of employment/appointment, and a valid California driver's license. Must have a good driving record and maintain insurability under the District's insurance program.
- Graduation from high school or its equivalent supplemented by courses in horticulture, agriculture, grounds/gardening, or maintenance work is highly desirable.

Classified Salary Schedule: Range J
BOARD APPROVED: 06/06/00
REVISION DATES: 12/09/03