

## Outdoor Maintenance Crew Lead

<b>DEPARTMENT:</b>	Buildings & Grounds	<b>REPORTS TO:</b>	Building & Grounds Manager
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Exempt

### Position Description

The Outdoor Maintenance Crew Lead supports the district by supervising, managing, and monitoring landscape and grounds crew members. Consults with school administrators regarding landscape design and implementation. Monitors and maintains school grounds and athletic field maintenance programs to provide safe, innovative, and well-maintained grounds and structures for the Kirkwood School District.

Task Title	Essential Job Functions	Percent of Time Spent
Employee Supervision	<ul style="list-style-type: none"> <li>• Schedule, supervise, and inspect daily job assignments for the outdoor maintenance crew using electronic work order system to ensure efficient and quality work.</li> <li>• Perform regular site visits of district properties and review assignments of crew.</li> <li>• Maintain open communication with crew members regarding self-starting, working independently, and using initiative to accomplish daily assignments.</li> <li>• Provide employee training on a regular basis and contribute to yearly evaluations.</li> </ul>	35%
Grounds Maintenance	<ul style="list-style-type: none"> <li>• Mow grass and maintain flower beds. Apply pesticides and fertilizers.</li> <li>• Trim, prune, and otherwise maintain trees on district property.</li> <li>• Maintain athletic fields, including fencing, benches, goals, signage, and other athletic field fixtures, to ensure safe and well-maintained athletic fields. Prepare playing fields for events.</li> <li>• Ensure irrigation systems function properly.</li> <li>• Inspect playgrounds and outdoor areas. Perform repairs and maintenance as needed to ensure student safety.</li> <li>• Maintain and replace asphalt and concrete surfaces around the district as necessary, including by filling and sealing cracks in entryways and walkways to ensure safe access to school buildings.</li> <li>• Shovel, plow, and remediate snow as needed to ensure student and staff safety.</li> <li>• Deliver salt and other ice removal chemicals on walkways, parking lots, and entryways as needed to provide safe access to school facilities.</li> <li>• Maintain and repair grounds equipment.</li> </ul>	35%

Task Title	Essential Job Functions	Percent of Time Spent
Maintenance Department Leadership	<ul style="list-style-type: none"> <li>● Assist the Building &amp; Grounds Manager with project planning, preparing, and reviewing bids, athletic field maintenance program and general grounds maintenance program.</li> <li>● Create, assign, and oversee chemical application plan for district grounds.</li> <li>● Coordinate snow and ice removal efforts for district roads, lots, and driveways to prepare for community, student, and staff travel.</li> <li>● Ensure proper precautions are communicated to crew members, staff, and administration to ensure the safety of all members of the Kirkwood School District.</li> <li>● Research, assess costs and value, and request landscape tools and materials</li> </ul>	10%
Other	<ul style="list-style-type: none"> <li>● Other duties as assigned.</li> </ul>	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** Section of a department or group.
- **Supervisory Activities:** Developing or coaching, Directing, Evaluating Performance, Orienting or Onboarding, Scheduling, Training
- **Budget Signing Authority** N/A
- **Decision-making Authority:** Decisions impact a small team or program.

### Qualifications

#### Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
  - Two years of college/associate degree and 3 or more years of outdoor maintenance or landscaping experience.
  - High school diploma/GED and 5 or more years of outdoor maintenance or landscaping experience.
- **Licensure:** Pesticide application license or ability to obtain within first year of employment.
- Driver's License required to travel between job sites.
- Ability to lift more than 50 pounds.
- Basic computer skills.

#### Preferred

- Irrigation maintenance and management experience.
- Artificial turf maintenance experience.

### Knowledge & Skills

#### Knowledge

- **Basic:**

- Administrative: Administrative and office procedures, functions, and basic office tasks,
- Computers/IT: Electronic equipment, and computer hardware and software, including applications.
- Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
- **Intermediate:**
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and the coordination of people and resources.
- **Advanced:**
  - Machines/tools: Machines and tools, including their uses, repair, and maintenance.
  - Customer and Personal Service: Principles and processes for providing customer and personal services.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Law/Government: Local, state, and national laws and government regulations including KSD Board of Education policy.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Listening, Critical Thinking, Reading Comprehension, Speaking, Management of Material Resources, Coordination, Service Orientation, Social Perceptiveness
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active Learning, Writing, Instructing, Complex Problem Solving, Judgment and Decision-Making, Management of Personnel Resources, Time Management, Systems Evaluation, Quality Control Analysis, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Monitoring, Learning Strategies, Monitoring, Negotiation, Equipment Maintenance
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Science, Management of Financial Resources, Systems Analysis, Equipment Selection, Installation, Repairing

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking, Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Carrying/Lifting, Pulling/Pushing, Reaching
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crouching/Kneeling, Balancing, Repetitive Motion, Multi-limb Coordination, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Sitting, Climbing

### Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

## Work Type/Physical Demands

- *Heavy work:* Heavy work: Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

### **Working Environment**

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

### **EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024