BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Facilities and Transportation Grounds Supervisor

Purpose Statement
The role of the Grounds Supervisor is to oversee grounds services and activities, supervise assigned personnel, provide information to others, and schedule work assignments within established timeframes and standards to ensure the proper maintenance and care of district grounds.

Supervisory Relationship
Reports to: Director of Facilities and Transportation

Essential Functions
- **Coordination**: Coordinate daily schedules, groundwater conservation efforts, and outside service contracts to meet district requirements.
- **Project Implementation**: Implement assigned activities and projects to comply with regulatory requirements and established guidelines.
- **Inspection**: Inspect district playgrounds and landscape areas, including fencing, concrete/masonry, parking lots, and field markings, to ensure maintenance meets established standards.
- **License Maintenance**: Maintain necessary licenses, such as qualifying party, pesticide registrations, and water auditor certificates, to ensure regulatory compliance.
- **Financial Monitoring**: Monitor fund balances of assigned programs and financial activities to ensure budget compliance and proper fiscal practices.
- **Meeting Participation**: Attend meetings, workshops, and seminars to convey and gather information required to perform job functions.
- **Documentation**: Prepare written materials, such as reports, memos, letters, procedures, and manuals, to document activities and provide references.
- **Procurement**: Procure equipment, supplies, and materials to maintain availability and complete jobs efficiently.
- **Policy Recommendation**: Recommend policies, procedures, and actions to meet district goals and objectives.
- **Emergency Response**: Respond to emergencies to determine and implement appropriate actions to resolve situations.
- **Plan Review**: Review plans, specifications, and cost estimates to advise school organizations on purchases of landscape materials, equipment, fencing, and playground equipment.
- **Supervision**: Supervise department functions, including hiring recommendations, planning, scheduling, coordinating activities, training, and consulting, to ensure safe and efficient operations.
- **Administrative Support**: Support assigned administrative personnel with their functions to ensure smooth operations.
- **Adhere to School Policies**: Follow school policies and procedures.
- **Attendance**: This position requires prompt and consistent attendance.
- **Perform Other Duties**: Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Operating standard office equipment and software applications.
- Planning and managing projects.
- Budgeting and financial management.
- Developing effective working relationships.

Knowledge
- Algebra and geometry.
- Reading technical information and composing various documents.
- Facilitating group discussions.
- Solving practical problems.
- Personnel processes, policies, regulations, and laws.
- Education code, budget management, and accounting.
- Pesticide regulations.

Abilities
- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Use a variety of equipment.
- Work with diverse individuals and groups.
- Solve problems independently and create action plans.
- Communicate with diverse groups and maintain confidentiality.
- Meet deadlines and set priorities.
- Work as part of a team and adapt to changing priorities.

Responsibility
Work under limited supervision using standardized practices and methods. Direct others within a department or across several work units. Monitor budget expenditures. Utilize resources from other work units. Continuously impact the organization's services.

Work Environment
Occasional lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 10% sitting, 80% walking, and 10% standing. Performed under some temperature extremes.

Experience
Job-related experience with increasing levels of responsibility is required

Education
High school diploma or equivalent

Certificates and Licenses
Valid driver's license and evidence of insurability

Continuing Education/Training
Maintains required certificates and licenses

Clearances
Criminal justice fingerprint/background clearance

FLSA Status
Exempt

Salary Grade
PD

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.