



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Lead Groundskeeper

Department:

Buildings and Grounds

Unit:**Immediate Supervisor:**

Director of Buildings & Grounds

Grade Placement:

10

FLSA Status:

Non-exempt

Job Summary:

Under the direction of the Director of Buildings & Grounds, the Lead Groundskeeper is responsible for maintaining and monitoring facility grounds, athletic fields, and parking lots in and around District buildings. The Lead Groundskeeper performs grounds maintenance and coordinates the overall grounds operation, including providing work direction, training, mentoring, and oversight to seasonal grounds staff. Duties and responsibilities include removing and plowing snow and ice; caring for District lawns; performing landscaping projects; preparing, setting up, marking and maintaining athletic fields for various sporting events; performing preventative maintenance and servicing grounds equipment; and assisting with the planning and coordination of grounds-related projects and operational improvements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors District grounds and operational systems to ensure continuous safe and efficient operations. Identifies emergency or unsafe situations and responds appropriately. Communicates maintenance, safety, and grounds-related issues to the Director of Buildings & Grounds.
2. Performs equipment maintenance and repairs on a wide variety of grounds equipment including mowers, tractors, skid steer loaders, weed whips, chain saws, blowers, trucks, edgers and snow removal equipment.
3. Coordinates and participates in the preparation of athletic fields for athletic events:
 - Activities before, during and after the school day
 - Set-ups and field preparations for events.
 - Conducts measuring, chalking and grooming of athletic fields.
 - Maintains and assures bleachers, fencing, running tracks, irrigation systems and tennis courts are properly maintained.
 - Conducts maintenance and cleaning activities to garages and cleans grounds, press box, concession stand and bleacher areas after athletic events.
 - Inspects grounds, athletic fields and surrounding areas for safety issues or maintenance needs.
 - Inspects and maintains playground equipment.
4. Coordinates the overall grounds operation and serves as a lead contact in matters pertaining to District grounds.
 - Performs general lawn maintenance and landscaping. Operates mowing equipment and maintains lawns and fields; performs shrub and tree maintenance and care; fertilizes lawns and grounds.

- Performs snow removal duties as required to maintain access to all facilities.
 - Adjusts work schedules and priorities to accommodate changes in weather, seasonal needs, projects and work demands.
 - Responds to unexpected grounds-related issues and problems as they arise.
 - Coordinates and assigns work to seasonal grounds staff.
 - Trains, mentors, provides work direction to, and monitors the work of seasonal grounds staff.
 - Prioritizes grounds work and coordinates grounds-related projects.
 - Works directly with the Director of Buildings & Grounds on grounds projects and operational needs, as assigned.
 - Assists in planning projects, researching products, materials and equipment, and identifying opportunities to improve grounds operations.
5. Distributes mail as directed by the immediate supervisor.
 6. Provides assistance to indoor staff as required, including maintenance or custodial services.
 7. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education, Training and Experience Requirements:

- High School Diploma or equivalent.
- Minimum of three (3) years of experience in facility maintenance, turf management, grounds maintenance, or a related field.

License/Certification Requirements:

- Forklift Operator/Trainer License
- Class 2C Boilers License preferred

Knowledge required to perform the essential functions of the job:

- Knowledge of District administrative policies and procedures (purchasing, records requirements, etc.).
- Knowledge of grounds equipment (mowers, snow plows, blowers, forklifts, hand and power tools, etc.).
- Fundamentals of turf/grass control and grounds maintenance activities.
- Knowledge of preventive maintenance practices.
- Knowledge of athletic field layouts and maintenance.
- Knowledge of chemicals used in fertilizing and weed control.
- Fundamentals of landscaping functions associated with grounds maintenance and projects.
- Knowledge of federal and state health and safety codes/regulations.
- Knowledge of hazardous chemicals (safety, use, clean-up, etc.).
- Knowledge of math and language skills.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Skilled in establishing and maintaining effective working relationships with athletic director, staff, coaches, principals, supervisors and District administrators in matters pertaining to grounds maintenance and preparation.
- Skilled in field maintenance and preparation.
- Skilled in applying proper techniques in field and grounds care, repair and maintenance.
- Skilled in using hand and power tools applicable to the trade.
- Skilled in operating equipment used in lawn and athletic field care/preparation including lawn mowers, fertilizing and weed control equipment, and all other equipment and vehicles necessary in performance of the job.
- Reading, understanding and following safety procedures.
- Performing mechanical and preventative maintenance to grounds equipment.
- Skilled in evaluating, planning, prioritizing, coordinating and assigning work based on operational needs.
- Skilled in coordinating work, providing work direction, training and mentoring seasonal staff, and monitoring work for completion and quality.
- Computer skills pertaining to communication, inventories, etc.
- Skilled in planning, organizing, implementing and monitoring various departmental projects, programs, renovations and new construction.
- Planning, recommending and monitoring approved department budget(s).
- Planning, developing and overseeing preventive maintenance plans, schedules and procedures.
- Conducting grounds and repair work (athletic field maintenance, etc.).
- Ability to work independently with minimal supervision.
- Skilled in irrigation management and work.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Heavy work. Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.