Tenafly PUBLIC SCHOOLS

# HEAD OF GROUNDS

## Qualifications:

- High school diploma or equivalent preferred.
- Demonstrated knowledge of groundskeeping, landscaping, athletic field maintenance, turf management, and seasonal grounds maintenance practices.
- Knowledge and experience in the safe operation, maintenance, and care of commercial groundskeeping equipment, vehicles, and heavy machinery.
- Previous supervisory or lead-worker experience, preferably in grounds maintenance, facilities operations, or a related field.
- Ability to plan, organize, assign, coordinate, and oversee the work of grounds personnel.
- Knowledge of applicable workplace safety practices, environmental requirements, and Integrated Pest Management (IPM) principles.
- Ability to maintain accurate records, equipment inventories, work schedules, maintenance logs, and other operational documentation.
- Ability to read, understand, and follow written and verbal instructions and effectively communicate information to staff, administrators, contractors, and other district personnel.
- Ability to work independently, exercise sound judgment, manage time effectively, and prioritize multiple responsibilities.
- Ability to establish and maintain effective working relationships with administrators, staff, contractors, municipal personnel, and other district personnel.
- Ability to meet the physical demands of the position, including prolonged standing and walking, bending, reaching, lifting, carrying, climbing ladders, and working in varying environmental and weather conditions.
- Valid New Jersey driver's license required, if operation of district vehicles is an essential function of the position.

## Primary Function:

To provide leadership and oversight of the District's grounds operations, ensuring the effective maintenance, safety, functionality, and appearance of all district grounds, athletic fields, outdoor facilities, and related equipment. The Head of Grounds is responsible for coordinating, planning, assigning, and monitoring grounds maintenance activities and serving as the primary point of contact for grounds-related operations in collaboration with the Director of Facilities.

## Direct Report:

Director of Facilities

## Specific Duties and Responsibilities:

- Establish and maintain effective working relationships with the Director of Athletics to coordinate grounds-related operations and ensure the needs of district athletic programs are appropriately addressed.
- Collaborate with coaches, Band, Color Guard, and other athletic and extracurricular activity groups to coordinate operational needs and support the use of district grounds and facilities.

- Manage, prioritize, assign, and monitor work orders related to grounds operations. Identify maintenance needs beyond the capabilities of the Grounds Crew and initiate work orders for appropriate follow-up by the Facilities Department or outside contractors.
- Conduct and/or oversee routine playground inspections and identify maintenance needs, unsafe conditions, and potential hazards requiring corrective action.
- Request, procure, organize, and maintain necessary grounds-related supplies and materials, including field paint, salt and de-icing materials, drying agents, fuel, landscaping supplies, and other operational necessities.
- Oversee the condition, operation, cleanliness, security, and general maintenance of the Fieldhouse and ensure that the facility is maintained in accordance with district standards.
- Maintain an accurate inventory of all grounds equipment, machinery, tools, and related assets, ensuring proper maintenance, storage, and accountability.
- Coordinate and monitor the maintenance, inspection, and servicing of all district vehicles assigned to grounds operations, ensuring that maintenance needs are identified and addressed in a timely manner.
- Oversee the condition, maintenance, and upkeep of turf fields, tennis courts, athletic fields, and related outdoor facilities.
- Oversee and coordinate athletic field and event setups, including the assignment of personnel, review of overtime requests, and development of equitable and balanced coverage schedules to support athletic events, extracurricular activities, and district functions.
- Ensure the safe and appropriate operation of grounds equipment and heavy machinery, including compliance with established safety procedures and applicable training requirements.
- Coordinate Integrated Pest Management (IPM) activities and pesticide applications in accordance with applicable federal, state, and local requirements. Possession of the appropriate pesticide applicator license is preferred, or must be obtained if required for assigned duties, to allow for in-house applications where permissible and reduce reliance on outside contractors.
- Establish and maintain a collaborative working relationship with the Borough Department of Public Works (DPW) to facilitate communication, coordination, and shared services where appropriate.
- Inspect, clear, and maintain storm basins and related drainage infrastructure within the scope of assigned responsibilities. Identify drainage concerns requiring specialized maintenance or repairs and coordinate appropriate follow-up.
- Conduct post-storm inspections of district grounds to identify property damage, fallen trees, drainage issues, and other potential safety hazards, coordinating necessary corrective action.
- Oversee landscaping, grounds improvements, and beautification efforts surrounding district buildings and properties, particularly following additions, renovations, and other capital improvement projects.
- Establish and maintain consistent standards for the overall appearance, cleanliness, and condition of district grounds, ensuring uniformity across all district campuses.

**Terms of Employment:**
12 months as per TEA contract

**Evaluation:**
To be evaluated by the Director of Facilities in accordance with NJ State Regulations.

**Board Approved:**
11/16/2026 - Resolution #P-11