

**9.14.01****GROUNDS CREW LEAD PERSON**

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**Reports To:** Director of Supportive Services

**Dept/Campus:** Maintenance

**Wage/Hour Status:** Nonexempt

**Length of Contract:** 260

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**PRIMARY PURPOSE:**

Maintain safe and attractive grounds and landscaping for the district.

**QUALIFICATIONS:****Education/Certification:**

Valid driver's license  
High school diploma or GED

**Special Knowledge/Skills:**

Ability to read and understand written instructions  
Ability to communicate (verbally)  
Ability to operate tractor and landscaping equipment  
Ability to operate riding or power mower, power tools, and hand tools

**Experience:**

Five years experience in lawn care  
Two years supervisory experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Assign all grounds work and oversee completion.
5. Establish care and watering schedules, including spraying, fertilizing, pruning, etc.

**JOB DESCRIPTION**  
**Grounds Crew Lead Person**  
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6. Inspect grounds and facilities and initiate needed repairs.
7. Mow and detail all district grounds, including athletic fields.
8. Coordinate the storage and use of all grounds equipment, tools and supplies.
9. Care for trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
10. Plant shrubs and vegetation.
11. Assist with the preparation of athletics fields for games.
12. Water grounds and apply fertilizer.
13. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.
14. Respond to emergency calls as needed.
15. Operate tools and equipment according to prescribed safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting.
17. Correct unsafe conditions in work area and report any conditions in work area and report any conditions that are not correctable to supervisor immediately.
18. Ensure that vehicles, equipment, tools are in safe operating condition.
19. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.
20. Transport workers and equipment to work sites throughout the district.
21. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Grounds Crew

**EQUIPMENT USED:**

Tractor and mower, riding and power mower, gas-powered weed trimmer, blower, edger, sprayer, striping machine, garden, and hand tools

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors:**

Moderate walking, standing, climbing, heavy lifting, and carrying; stooping, bending, kneeling and reaching; work outside and inside and around moving objects or vehicles; exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises: frequent district-wide travel

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Date Adopted: August 2, 2007  
Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date