



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR GROUNDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8367
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists the supervisor with the coordination and implementation of grounds projects. Assists in the coordination and administration of the District's grass mowing and snow removal programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates assignments and projects performed by grounds employees

Reviews plans and specifications with vendors regarding grounds projects

Assigns, reviews, and inspects work assigned to employees

Coordinates meetings with Principals on grounds building modification projects

Plans and schedules yearly inspections of District playgrounds and grounds

Supervises and evaluates assigned staff

Coordinates and supervises the District's snow removal and grass mowing operations

Implements best practices and standard operation procedures with the workforce to ensure efficiency of operations

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.

Three (3) years of experience in grounds service work

Effective communication skills

DESIRABLE QUALIFICATIONS

Vocational school training/degree

Experience and knowledge of all aspects of construction trade

Proven ability to lead others

Experience in a diverse workplace