



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

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|------------------------|--------------------------|
| JOB TITLE:             | COORDINATOR GROUNDS      |
| DIVISION               | OPERATIONS SERVICES      |
| SALARY SCHEDULE/GRADE: | II, GRADE 6              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| 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