



Job Title:	Grounds Crew Leader	Wage/Hour Status:	Nonexempt
Reports To:	Grounds Supervisor / Grounds Foreman	Pay Grade:	MT2
Dept. /School:	Maintenance	Date Revised:	09/16/2011

Primary Purpose:

Supervise the scheduled grounds maintenance program of district campuses and facilities or athletic fields assigned to a particular crew.

Qualifications:

Education/Certification:

Valid Texas driver's license
Good driving record
High school diploma or GED preferred (Experience may be considered as a substitute for education)

Special Knowledge/Skills:

Knowledge of landscaping and grounds maintenance
Ability to read and understand written instructions
Ability to communicate (verbally) and follow verbal instructions
Ability to operate heavy equipment, including backhoe, trencher and tractor
Ability to operate riding or power mower, power tools, and hand tools
Ability to direct and supervise personnel and coordinate grounds operations
Ability to attend school and seminars to help obtain necessary license
Lift and carry 50 lbs without assistance
Perform manual labor

Experience:

Three years experience in related to grounds maintenance

Major Responsibilities and Duties:

Grounds Maintenance and Landscaping:

1. Mow and detail all district grounds, including athletic fields, as assigned. Keeping school grounds, including sidewalks, driveways, parking areas and play areas, neat, clean, and manicured.
2. Assess conditions of trees, shrubs, and vegetation and report problems to supervisor for treatment.
3. Explain work requirements, methods, and procedures to assigned crew.

4. Ability to assign specific duties to crew personnel.
5. Responsible for maintaining positive relationships with crew, other departments and well as maintaining a positive image to the general public.
6. Complete timesheet as required by supervisor.
7. Complete maintenance requests or tasks as requested on work orders or by grounds supervisor.
8. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.
9. Do preventative maintenance checks on sprinkler systems.
10. Oversee and assign duties to crew personnel as required.
11. Properly operate heavy equipment mowers and associated equipment.

Safety:

12. Operate tools and equipment according to prescribed safety procedures.
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
15. Help keep vehicles; equipment, and tools are in safe operating condition.
16. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.

Other:

17. Operate ½ ton to 1 ton truck with trailer in a safe and courteous manner in accordance with the Texas Motor Vehicle Law.
18. Other duties as assigned.

Supervisory Responsibilities:

Assigned ground crew personnel

Equipment Used:

6 foot mowers, 4 foot light-grade commercial mowers, tractor and associated attachments (aerator, field cutter, top-dresser, box-blade, etc.), mowers riding and power; gas-powered weed trimmer; blower, edger, chainsaw; sprayer; striping machine; garden and hand tools (shovels, rakes, hammers, saws, etc.); posthole auger, aerator. ½ Ton to 1 Ton Truck with trailer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, sitting while driving; occasional 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. Exposure to slippery and uneven walking surfaces.

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