

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Groundskeeper Lead
Supervisor's Title: Assistant Foreman, Grounds
Date Prepared: 5/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Responsible for transmitting instructions and work specifications from the Grounds Department Assistant Foreman to workers and monitoring work progress in line with these instructions.

ESSENTIAL FUNCTIONS

- Supervises groundskeepers and temporary workers and participates in installation and repair of sprinkling systems, automatic clocks, valves, and sprinklers. Drain and culvert installation and repair. Extensive installation and replacement of turf. Landscaping, transplanting, maintaining, and pruning trees and shrubs. Concrete forming and finishing of sidewalks, fence lines, and backstops. Installation and repair of playground equipment, ADA ramps, stairs, retaining walls, concrete, masonry and tile.

- C Supervises workers and operates tractors, trucks, lawnmowers, forklift, sweeper, etc. Supervises and assists in planting, fertilizing, trimming, and maintaining lawns and shrubs. Prepares cost estimates and material lists, and assists in ordering material for various jobs such as fencing, sprinkling systems, and landscaping. Performing layout work, installation and repairs for fences and backstops. Supervises debris cleanup and disposal. Supervises repairing and maintaining of gang and large rotary mowers, also small mower engine repair throughout the district. Supervision of repairing and maintaining of snow removal equipment. Coordinating the mowing of lawns throughout the District.

- C Trains and directs groundskeepers and temporary workers. Ensures proper maintenance of vehicles, heavy equipment and landscaping equipment. Installs signs, handrails and backstops. Removing trees, removing snow, salting sidewalks and parking lots. Maintains vacant lots owned by the district.

- C Maintains continuity of department in absence of the Assistant Foreman and Foreman as directed. Works with surveyors, contractors, architects, engineers, PTA, health and

safety inspectors, and blue stakes.

- C Participates in training on safety equipment and hazardous chemicals.
- Assists in maintaining appropriate quantities of parts and equipment to minimize project delays.
- Maintains work orders, invoices, inventories, etc. as directed by the Foreman and Assistant Foreman.
- Assures that journeymen are following through on area cleanliness and safety.
- Supervises and trains journeymen and apprentices as directed by Foreman.
- As directed by the Foreman and Assistant Foreman, supervises and inspects work being performed by the Grounds department employees and contract service providers, assuring that work is done properly and within a reasonable time frame. Ensures safe working conditions and procedures.
- Coordinates with other trades to complete projects.

NON-ESSENTIAL FUNCTIONS

Occasional duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Requires basic ability to use hand tools, machine tools, sheet metal, cleaning supplies, power equipment, garden tools, welding equipment, jackhammer, compressor, plumbing tools, scaffolding, cement mixer, cement tools, carpentry and mechanic tools, pole climbing equipment, railing and rigging equipment, electrical metering instruments and mower sharpening equipment. Requires ability to read blue prints in terms of landscaping and exterior project boundaries. Must be knowledgeable in the use of a transit for survey work. Operates a tractor and forklift. Must be knowledgeable in the proper and safe use of chemicals (herbicides, pesticides, fertilizers). Must be knowledgeable in weed and plant identification. Requires basic computer skills. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must be very familiar with the District Classified Negotiated agreements and Board policies that govern classified employment. Must be familiar with District procurement policies. Should have a working knowledge of district time and attendance procedures. Must be able to plan work and organize journeymen, materials and equipment for specific projects. Must be skilled in oral and written communications and interpersonal relations.

REQUIRED EDUCATION AND TRAINING

Incumbent may be required to attend training seminars in related fields, i.e., sprinkling systems,

landscaping, preventative maintenance on equipment, etc. Successful completion of the requirements for Groundskeeper III with demonstrated competency. Must possess a valid Class A CDL license. Must have a current Utah State Back Flow Prevention License. Must have a high school diploma or equivalent. . Must keep abreast of changing developments in techniques in relevant fields.

REQUIRED PRIOR WORK EXPERIENCE

Must meet minimum requirements of Groundskeeper III. In addition, must complete one additional year as a qualified Groundskeeper III with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assures that each assignment has sufficient tools, materials and supplies. Assists with inventory ordering and issuing. Determines repairs and replacements of equipment as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned.

SUPERVISION

Incumbent will generally supervise a staff not to exceed 15 full time employees. On occasion this staffing will increase to accommodate temporary employees. On special projects, may supervise multiple trades. Incumbent will be responsible to monitor the progress of apprentices that are assigned to ensure that District apprenticeship and training standards are maintained. Incumbent must be able to motivate and encourage subordinates to promote a positive and productive work environment. Makes specific work assignments and monitors performance of assigned employees. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Work is performed outdoors for the most part in all kinds of weather. Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.