

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: LEAD GROUNDS PERSON

REPORTS TO: Buildings and Grounds Manager

POSITION SUMMARY:

Under the direction of the Buildings and Grounds Manager, lead grounds crews in maintaining all district grounds in a safe, functional condition; develop annual grounds maintenance schedules for each district site; assign staff to complete all grounds maintenance work per schedule; participate in evaluation and training of ground staff; inspect sites and recommend responses to conditions; and estimate cost of repair projects.

RESPONSIBILITIES:

1. Lead multiple grounds crews in the annual maintenance operations required to maintain all district grounds in a safe, functional condition appropriate to the level of use each field receives.
2. Oversee the layout and preparation of all athletic fields.
3. Develop annual grounds maintenance schedules for each district site.
4. Assign staff to complete all grounds maintenance work per schedule.
5. Participate in evaluation and training of grounds staff.
6. Train grounds staff in appropriate use of personal protective equipment and ensure that proper use is adhered to.
7. Monitor grounds equipment and recommend maintenance and repair.
8. Inspect each site on a regular basis and evaluate conditions. Recommend and institute appropriate responses to field and grounds conditions in a quick, decisive manner.
9. Estimate cost of repair projects in terms of labor, materials, and overhead.
10. Communicate with others in a professional manner displaying cooperation and support of the best interest of the school district.
11. Work with staff, students, parents, and the general public in a professional and appropriate manner.
12. Maintain confidentiality.
13. Perform other tasks and assume responsibilities as assigned by the Buildings and Grounds Manager, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Minimum four (4) years work experience in a lead position of a grounds maintenance crew preferred.
3. Experience or training as an arborist preferred.
4. Experience in and demonstrated ability to perform all aspects of grounds maintenance, including turf and planter areas maintenance and concrete/asphalt maintenance and repair.
5. Experience in and demonstrated ability to use the power equipment and hand tools required to complete all aspects of grounds maintenance.
6. Experience in and demonstrated knowledge of grounds equipment operations, maintenance, and repair.
7. Experience in and demonstrated knowledge of fertilizers, herbicides, and pesticides.
8. Demonstrated ability to calculate quantities of supplies for annual turf maintenance processes and installations.
9. Experience developing an annual grounds maintenance budget and successfully working within a fixed budget.
10. Experience developing annual turf maintenance schedules for a variety of uses, including athletic events (football, baseball, soccer, track, and tennis).
11. Demonstrated knowledge of appropriate personal protective equipment for all grounds job positions.
12. Experience in design, installation, repair, and maintenance of sprinkler systems, including low voltage control systems.
13. Experience in design, installation, maintenance, and repair of drainage systems.
14. Has, in the judgment of the administration, the demonstrated ability to:
 - a. Schedule, supervise, and evaluate the work of grounds crews working at multiple sites;
 - b. Train employees;
 - c. Understand, interpret, and apply departmental procedures and directives; and
 - d. Work with peers, public, and District staff in an appropriate manner.
15. Ability to give and to follow oral and written instructions.
16. Demonstrated ability to plan and execute assigned work without direct supervision.
17. Possess a valid Washington State driver's license.
18. Demonstrated aptitude and competence for assigned responsibilities.
19. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

1. Ability to engage in vigorous physical labor on a daily basis.
2. Ability to move, lift, shove, pull, push, and carry objects weighing up to 70 pounds using proper lifting techniques, hand trucks, and dollies.
3. Has sufficient manual dexterity to work with power tools, common hand tools, and small parts and components in the assembly and disassembly of equipment.
4. Ability to work in a prolonged standing position.
5. Ability to stand, sit, crouch, and kneel as required by job duties.
6. Ability to work with and around loud power equipment.
7. Ability to work outdoors in all weather and temperature conditions.

6/1/05

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