

Position:	Grounds and Special Events Team Leader	FLSA:	Exempt
Department/Site:	Plant Operations/Ground and Landscape	Salary Grade:	23
Reports to/Evaluated by:	Ground Supervisor	Salary Schedule:	Non-Operations

SUMMARY

Under general direction, the purpose of the position is to plan, prioritize, assign, review, and participate with a team of Groundskeepers in providing grounds, sports field, and landscape maintenance for an assigned geographic region within the District. Performs work requiring the highest skill level such as, but not limited to, equipment operation for major projects, turf management, and irrigation, spraying of chemicals.

DISTINGUISHING CAREER FEATURES

The Grounds Team Leader is the senior, partial leadership position in the Groundskeeper series requiring experience and skill in equipment operation, irrigation, and project leadership. Advancement to this partial supervisory position will require demonstrated competency in project leadership and planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates, prioritizes, and assigns Groundskeepers, participates in and reviews the work progress and results of grounds and landscape maintenance services. Monitors productivity and work flow of crews under charge; ensures adherence to established deadlines and preventive maintenance schedules.
- Meets with specialized team of community leaders, city officials, and district staff to coordinate, plan, and implement special events.
- Provides and/or coordinates training of Grounds Specialists and other Groundskeepers to improve their skills and work performance.
- Establishes schedules and methods for providing grounds and landscape maintenance services within the limitations of available staffing and equipment and in compliance with established health and safety regulations.
- Participates in and administration of the grounds and landscape maintenance project planning. Prepares diagrams for grounds and landscape projects such as beautification, play, and athletic fields. Estimates project cost, including labor hours and materials. Monitors expenditures and timely completion of assigned duties.
- Monitors the preventive and regular maintenance of assigned equipment. Coordinates team to take on district maintenance projects, including but not limited to, moving furniture, materials and equipment, repairing fences, roofs and asphalt, mixing and pouring concrete, and installing play and athletic field equipment.
- Ensures outdoor courts, tracks, and fields are ready for interscholastic and recreational events.

- Ensures the safe and proper application of herbicides, pesticides and fertilizer. Ensures proper training of staff in chemical application and usage procedures, as well as records maintenance to comply with applicable regulatory standards.
- Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e., fallen debris, spills, broken windows, broken locks.
- Prepares and maintains a variety of records and reports pertaining to work orders, work schedules, equipment repair, and supplies.
- Requisitions materials and supplies for projects and coordinates the efficient use of workers, resources and equipment.
- Performs other duties as assigned that support the overall objective of the position. Performs all of the duties of a Skilled Groundskeeper as needed.

QUALIFICATIONS

Knowledge and Skills: Requires considerable knowledge of garden, landscape and grounds maintenance methods and techniques, including horticulture, turf maintenance, weed and pest control and irrigation systems. Requires a working knowledge of the rules, regulations or codes governing use of pesticides, fungicides and herbicides including safety considerations. Considerable skill in using hand and garden tools and operating light and medium duty equipment including those such as backhoes. Must have a working knowledge of maintenance and repair of grounds and landscaping equipment. Requires a thorough knowledge of sound safety practices for tools, equipment, materials and chemicals used in the line of work. Must have sufficient administrative and leadership, and communication skills to document work and work productively with others.

Abilities: Requires the ability to train, guide, and perform the same duties as other Groundskeeper I and II engaged in skilled to unskilled tasks. Requires the ability to issue and follow written and oral instructions and complete records and reports. Must be able to develop and project department budget needs and oversee equipment and supply inventories. Must be able to plan, organize and prioritize work in order to meet maintenance and upkeep schedules. Must be able to understand, interpret and explain District and department policies and procedures.

Physical Abilities: Incumbent performs work outdoors and of an active nature, requiring sufficient cardiovascular fitness to carry out assignments. Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate demanding grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

Working Conditions: Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.

Education and Experience: The position typically requires a High School diploma or equivalent and five (5) years increasingly responsible grounds keeping experience performing in areas such as turf management, operation of excavating equipment, landscaping and horticulture, and irrigation. Post high school training in landscaping or related area may substitute for some experience.

Licenses and Certificates: Requires valid Driver's License, and a Qualified Applicator's Certificate.