



Job Description

Job Title: Grounds Manager

Reports to: Director, Maintenance, Grounds & Plant Operations
Department: Grounds
Compensation: Sodexo Employee
Overtime Status: Exempt
Date Job Revised: June 27, 2006

Position Summary: Provide leadership and strategic direction to Area Supervisors by promoting best practices in order to uphold the District's Mission, Values, & Goals. Maintain departmental budget. Implement continuous staff development through extensive training programs.

Qualifications/Job Requirements:

Education: Associates Degree

Specialized Knowledge, Licenses, etc: Working knowledge of Agronomy, Horticulture, Irrigation, Drainage, Turf & Ornamental, Pest control and Playground Safety. Certified Playground Safety Inspector, ODA Category 3 Applicators License.

Experience: Minimum of three years experience in managing people and programs.

Specific Training/Skills: Experience training in Sports Field Maintenance

Physical Requirements (If Applicable):

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of citizens or employees.

Other:

Scope of Authority (If Applicable):

Customer Contacts (Internal and External):

- **Internal**
 - Grounds, Plant Operations & Maintenance employees
 - TPS Site Principals, Administrators, Teachers, Coaches, Nurses, Students, Child Nutrition & Transportation
 - TPS Department Managers
- **External**
 - Parents
 - Health Department
 - Fire Marshall
 - OSHA Inspector
 - Workers Compensation Administrator
 - Print, television and radio media
 - Citizen groups

Duties and Responsibilities:

- Assisting Director in establishing, maintaining & controlling sound fiscal accounting for all fiscal matters including purchasing, personnel, inventory, budgets & utilities.
- Prepares reviews and submits to the Director various accounting reports needed to make sound decisions on fiscal conditions.
- Reviews and prepares budgetary and personnel requirements.
- Works closely with Accounting, Human Resources and the Facilities Office to ensure all fiscal regulations, laws and requirements are followed and administrative tasks accomplished by all parties.
- Collects and assists departmental and administrative heads with information and costs concerning Grounds projects.
- Responds to emergency calls as necessary
- Serves as inspector/observer on all Grounds projects; inspects and observes for quality and quantity of materials and safe practice.
- Assists Bond Office in planning and implementing of plans for new facilities, replacement of existing facilities and renovation projects in regards to coordinating with the Grounds staff.
- Maintains up to date files on all facilities and work projects.
- Responsible for incorporating a system to effectively coordinate and prioritize the work orders and requisitions being received at Grounds, screen requisitions; accept calls and work order requests from principals and other administrative personnel.
- Communicates the status of all projects to the Director.
- Maintains files for Inventory Records, Quality Control Records, Emergency Disaster Plans, Employee Files and Interdepartmental Transfer records.
- Develop and implement an on going training program which includes Safety, Equipment and Staff Development.
- Attend workshops and conferences; keep informed on current trends that affect job responsibilities.
- Represent the District on various committees as assigned by the Director.
- Perform additional duties as assigned by the Director.