

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: MANAGER-GROUNDS**

#### **BASIC FUNCTION:**

Under the direction of the Director-Maintenance and Operations, plan, coordinate and manage a comprehensive grounds maintenance program for grounds areas owned or operated by the District; train and supervise the performance of assigned staff.

#### **ESSENTIAL FUNCTIONS:**

Plan, coordinate and manage a comprehensive grounds maintenance program for grounds areas owned or operated by the District; provide timely and consistent services for District properties; assure compliance with applicable health and safety standards.

Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure substitute coverage as necessary; review scheduled work at various sites.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Confer with site administrators and assigned supervisor regarding grounds maintenance activities; coordinate and conduct school inspections; recommend actions for improvement with site administrators and other staff as appropriate; drive a vehicle to conduct work.

Develop labor and material cost estimates; maintain accurate inventory of departmental supplies and tools.

Coordinate the requisitioning and purchase of grounds supplies and equipment; assist in the preparation and development of the departmental budget; control and authorize expenditures in accordance with established limitations.

Prepare and maintain a variety of records and reports related to assigned activities and personnel.

Provide technical expertise, information and assistance to the Director regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Operate and maintain a variety of power and hand tools and motorized equipment used in grounds maintenance activities; operate a variety of office equipment including a computer and assigned software.

Respond to or coordinate a response to emergency calls after hours.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and groundskeeping work.

Principles and practices of administration, supervision and training.

Cost estimates and specifications.

Basic budgeting practices regarding monitoring and control.

Inventory methods and practices.

Irrigation systems, computerized time clocks and various types of sprinkler heads.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Pruning techniques and methods.

Methods and materials used in controlling pests, insects and weeds.

Health and safety regulations.

Proper lifting techniques.

Record-keeping and report preparation techniques.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a variety of office equipment including a computer.

**ABILITY TO:**

Plan, organize and manage the operations and activities of the Grounds Department.

Operate hand and power tools and other equipment used in grounds maintenance.

Train and supervise the performance of assigned personnel.

Confer with site administrators and supervisor regarding grounds needs, schedules and concerns.

Apply fertilizers and pest control methods to control and eradicate weeds, insects and other pests.

Read and understand landscape blueprints and plans.

Interpret, apply and explain rules, regulations, policies and procedures.

Assure compliance with established rules, guidelines, regulations and schedules.

Observe legal and defensive driving practices.

Analyze situations accurately and adopt an effective course of action.

Observe and enforce health and safety regulations.

Operate a computer and assigned office equipment.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Plan and organize work.

Speak, read and write English at a level required for satisfactory performance.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate grounds equipment and a computer keyboard.

Hear and speak to exchange information and make presentations.

Walk, sit or stand for extended periods of time.

See to read a variety of materials and inspect custodial activities.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: four years of increasingly responsible grounds maintenance experience including two years in a lead or supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Emergency call-out.

Driving a vehicle to conduct work.

**HAZARDS:**

Working around and with machinery having moving parts.