

Killeen Independent School District Job Description

Job Title: Grounds Care Specialist
Reports To: Director for Maintenance and Operations
FLSA Status: Exempt

SUMMARY

Manages and coordinates the care of all grounds within the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Manages, organizes, and supervises all grounds care and grounds utility staff.

Designs and implements work schedules and task frequencies.

Monitors and approves time worked and time off for all assigned personnel.

Designs, implements, and manages a turf management program (irrigation schedules, fertilization/pesticide/herbicide program, aeration frequencies, mowing frequencies, etc.)

Coordinates grounds care and grounds utility work with individual campus principals.

Inspects all areas of responsibility to ensure that the quality standard and time schedules are accomplished.

Develops a means that will ensure efficient production within all areas of responsibility.

Develops and implements a playground equipment safety inspection and cycle replacement program, a pavement repair and replacement program, and an erosion control program.

Develops and implements a preventive maintenance program in all areas of responsibility.

Develops and implements an equipment replacement cycle program.

Develops and implements a Grounds Care Safety and Security Program.

Coordinates the care of, and maintains an inventory of, all tools, equipment and vehicles within all areas of responsibility.

Assists the director in budget planning and cost estimating in all areas of responsibility.

Responds to after-hours emergency calls as necessary.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all grounds staff to include utility grounds, and grounds care; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree preferred; high school diploma or equivalent, required; and a minimum of five years of supervisory experience in a service-oriented environment preferably in a public-school environment. Knowledge and experience in general grounds care, required. Knowledge and experience in paving repair, preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Pesticide Applicator license, preferred.

LANGUAGE SKILLS

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 employees and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to operate computer and appropriate software to support the grounds care function.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. Regular district-wide travel to multiple campuses as assigned.

Revised Date: September 14, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.