

Killeen Independent School District Job Description

Job Title: Grounds Utility Lead
Department: Facilities Services
Reports To: Grounds Utility Foreman
FLSA Status: Non-exempt

SUMMARY

Supervises and coordinates the grounds utility maintenance and repair activities of the general maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Performs asphalt pavement repair and traffic pavement marking.

Installs and repairs chain link fence.

Installs and repairs playground equipment.

Removes rough or defective spots from concrete surfaces, and patches holes with fresh concrete or epoxy compound.

Breaks up and repairs old concrete surfaces.

Repairs fences, gates, walls, and walks.

Removes graffiti.

Cuts fields.

Performs erosion control.

Cleans grounds and removes litter.

Performs preventative maintenance and services and makes minor repairs on equipment.

Maintains drainage ditches and culverts.

Follows all applicable safety codes and standards.

Responds to emergency situations outside of normal working hours as required.

Operates motor vehicles and engine powered equipment.

Transports grounds equipment to worksites and repair facilities as required.

Performs other duties as assigned by the Grounds Foremen or Grounds Care Specialist.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 to 4 employees in the Facilities Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), and three to twelve months related experience or training, or equivalent combination of education and experience.

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.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess current driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually loud.

Reviewed/Revised By: Bruce Minzenmayer, Auxiliary Personnel Coordinator

Reviewed/Revised Date: March 27, 2015

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.