



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS	B/G DATE
B	2	2		March 2001

JOB TITLE	CONTRACT REFERENCE
Head of Grounds	Custodians or Custodian Engineers

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Buildings and Grounds	May 2018

JOB SUMMARY

The District Grounds Supervisor is responsible for all grounds maintenance activities and equipment for the District buildings on athletic fields and grounds throughout the year.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Supervise and perform all grounds maintenance functions such as grass seeding and sodding, mowing and trimming, pruning trees and shrubs and snow removal. Supervise, maintain and repair all grounds mechanical equipment.	50% B2
2.	Supervise, maintain and repair athletic fields, playgrounds and assorted apparatus.	20% B2
3.	Supervises and trains seasonal grounds crew: determines grounds projects, builds work schedule, and assigns duties and projects to crewmembers.	10% B2
4.	Supervise and assist in the selection and perform the application of fertilizers, herbicides and pesticides for all District grounds.	3% B2
5.	Attend meetings, workshops and training sessions as directed by supervisor	2% A1
6.	Perform other related duties as assigned.	10%

QUALIFICATIONS (Specific training or job experience required before appointment)

JOB TITLE

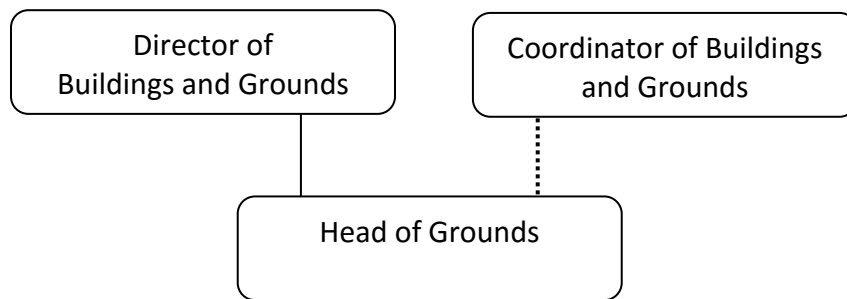
Head of Grounds

CONTRACT REFERENCE

Custodians or Custodian Engineers

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1. Minnesota Second Class C Boiler License
2. High School diploma
3. Mechanic's certification or equivalent experience. Engine mechanic with technical school training preferred
4. Valid driver's license and ability to maintain DOT driving card
5. Supervisory experience required and ability to build positive working relationships and communication skills with internal and external customers
6. Ability to perform position responsibilities including physical factors, work devices, and materials handling of fifty pounds and occasionally up to 100 pounds or more, and basic computer skills.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 50 pounds or more and occasionally up to 100 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

JOB TITLE

Head of Grounds

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NON EXEMPT

Not to exceed 40 hours per week.