

Position: Supervisor of Utility/Groundskeeping

Term: 12 Month

Classification: Classified/Exempt

Location: Buildings & Grounds

Qualifications: Bachelor's degree preferred
3-5 years related training/experience preferred

Equivalent of education/training considered.

- Knowledge in the following areas: sport field turf, weed control, turf/lawn/tree/shrub pest disease and control
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Ability to initiate and complete work orders
- Valid driver's license

Supervisory: Yes

Reports to: Director of Facilities

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Determine schedules, sequences, and assignments for work activities of utility/groundskeeping crew, based on work priority, quantity of equipment, and skill of personnel.
- Investigate accidents or injuries and prepare reports of findings.
- Monitor employees' work levels and evaluate work performance.
- Requisition materials and supplies, such as tools, equipment, or replacement parts.
- Operate vehicles and powered equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- Mow or edge lawns, using power mowers or edgers.
- Shovel snow from walks, driveways, or parking lots and spread salt in those areas.
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Use hand tools such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Gather and remove litter.

- Maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.
- Provide proper upkeep of sidewalks, driveways, parking lots, planters, or other grounds features
- Provide care and upkeep of all sports/athletic fields in the district, including irrigation, pre-game preparation, and striping.
- Maintain grounds using hand/power tools and related equipment.
- Provide care and upkeep of buildings and equipment as directed.
- Develop and implement turf management programs for athletic fields.
- Police grounds on sport fields after games as needed.
- Communicate effectively with Athletic Director, Coaches, and Principals to facilitate smooth operations.
- Carry out other duties as assigned.

Physical Demands

Heavy

- Occasionally lifting up to 75 pounds, and/or frequently moving 25 - 50 pounds, and/or constantly moving 10 - 20 pounds.
- Requires prolonged sitting or standing.
- Requires stooping, kneeling, crawling, bending, turning, reaching, climbing, and balancing.
- The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability.
- The individual must be able to travel between district facilities. The position requires a moderate amount of travel.

Attendance

Regular and consistent attendance is an essential function of this position.

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

Conditions and Environment

- Works indoors and outdoors year-round in noisy and crowded environments.
- Works in and around dust, fumes, and odors.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.