

# USD 313 EDUCATIONAL SUPPORT STAFF

## JOB DESCRIPTION

POSITION TITLE: **DIRECTOR OF GROUNDS**

SUPERVISOR: Director of Operations

PAYMENT RATE: Established by the Board of Education

CLASSIFICATION: Exempt

### QUALIFICATIONS:

1. High school diploma or equivalent
2. Experience preferred in grounds maintenance
3. Must have valid Kansas driver's license
4. Knowledge of safety standards, law codes, rules, regulations, policies, and procedures related to grounds maintenance
5. Position requires 24 hour on call status
6. Maintain current TB testing as required by Health Department regulations

### ESSENTIAL FUNCTIONS:

1. Develop and maintain a system to prioritize jobs, utilize staff, and account for time and materials in job completion to ensure an effective and efficient work environment.
2. Make frequent inspections of grounds to assure that equipment is functioning properly and that work is being completed at a satisfactory level.
3. Advise, recommend and follow up on repair service to be contracted for the purpose of maintaining equipment properly.
4. Insure proper documentation and safeguards for all materials and equipment issued and used for the purpose of accountability within the Grounds Department.
5. Develop and implement systems for dealing efficiently and effectively with emergency situations to ensure that all safety measures are taken.
6. Maintain accurate inventory of equipment for the purpose of accountability of the district's assets.
7. Evaluate and recommend selection, placement, promotion, and dismissal of all custodial and maintenance personnel to the Director of Operations to promote excellence within the Grounds Department.
8. Approve timesheets and certify any overtime in the Grounds Maintenance department for the purpose of accountability of work being done within the district.
9. Conduct job and safety training for Grounds personnel in order to comply with all district and local regulations.
10. Keep informed of the latest trends, development and products of Grounds Maintenance supplies and services, repairs, energy conservation and environmental control to provide an efficient work environment.
11. Develop and implement a program for scheduled grounds maintenance to ensure annual procedures that are effective and efficient.
12. Prepare accident reports and submit to the Director of Operations to ensure that all incidents are handled in a timely manner.
13. Serve as the district's field representative for Grounds Maintenance projects to provide proper communication between the district and the contractors.
14. Review and provide input for ongoing and new Grounds Maintenance projects within the district.
15. Be familiar with all safety standards, laws, codes, rules, regulations, policies, and procedures for Grounds Maintenance to ensure compliance with state and local regulations.
16. Provide support as needed to the Director of Operations and Director of Buildings to ensure a cohesive team unit.

17. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
18. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 11/10/2014