



JOB TITLE	DEPARTMENT	REPORTS TO
Assistant Grounds and Warehouse Manager	Facilities and Maintenance	Area Manager of Grounds and Warehouse

Position No: 79013	Length of Work Year: 12 Months
Salary Schedule: P21	Date Approved: 3/8/16
FSLA: Exempt	Date Revised: 7/7/16

JOB GOAL
To assist in the maintenance of all facilities throughout the District. To oversee the work of the Groundskeepers, Athletic Field Specialists, Equipment Operators, Warehouse and other Maintenance Staff as directed.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent. 2. Valid Florida Driver's License; CDL Class A with air brakes is required. 3. Must have one of the following: <ul style="list-style-type: none"> • An Associate Degree in Recreation/Sports Management or equivalent experience, and three (3) years' experience in the operation of light/heavy equipment; or • Three (3) years' experience in the operation of light/heavy equipment, including turf management equipment or farm equipment on roads/highways. 4. Experience and skills in operating, maintaining and adjusting the various types of equipment used in maintaining athletic fields. 5. Certification in both Limited Lawn and Ornamental and Core Standards (CORE certification) including experience with pesticides and fertilizer or become licensed within one year of appointment. 6. Ability to work independently as well as with others, including coaches, players, athletic director and other related staff in the performance of job duties. 7. Ability and willingness to work a flexible work schedule including Saturdays to accommodate weather, maintenance and use of facilities. 8. Physically fit for the demands of the job as determined by a School Board approved physician. 9. Ability to make estimates on time and materials necessary to maintain fields. 10. Ability to oversee and do the work of the Groundskeepers, Athletic Fields Specialists, Equipment Operators and the warehouse in the completion of assigned tasks. 11. Ability to follow both verbal and written instructions and apply them in a productive manner. 12. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assess the daily needs of our customers and organize and direct the staff to accomplish the necessary work. 2. Maintain written records and the work orders on a daily basis. 3. To transport construction equipment using a tandem truck in local hauling tasks, load and unload vehicles as required. 4. To properly use and maintain District equipment (i.e., dump truck, trailer, box truck, flat bet transport, reel mower, sand rake and edger).

5. To fertilize athletic fields, operate heavy-duty equipment in impacting playground areas and athletic fields.
6. To operate front-end loader or small tractor rigged with hydraulic loading left and backhoe digging shovel.
7. To demonstrate proficiency in the use of tools and equipment necessary for the completion of an assigned task.
8. To observe all safe work practices when using tools, equipment and chemicals.
9. To demonstrate the ability to give clear direction to others.
10. To make accurate estimates of time and materials needed for an assigned task.
11. To demonstrate the ability to represent the Maintenance Department and the District in a cooperative and professional manner when working on a school site or dealing with the public.
12. To complete and manage assigned tasks with minimum supervision or correction.
13. To perform assigned tasks within industry time and quality standards.
14. To perform such other duties as may be assigned by the Area Manager of Grounds and Warehouse and the Custodial Coordinator.

PHYSICAL DEMAND CLASS:

Heavy - (H) Frequent lifting and carrying of objects weighing 25-50 pounds; Infrequent lifting and carrying of objects weighing 51-100 pounds; Continuous standing and/or walking is required to carry out duties; Occasional walking at a fast pace and/or running may be required.