

SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION

TITLE: Assistant Chief (Grounds Maintenance)			
CLASSIFICATION: Classified	NEW: Yes	UPDATED:	FLSA STATUS: Non-Exempt
REPORTS TO: Senior Chief of Facilities			
JOB GOAL: To direct the function of grounds maintenance at educational facilities. To ensure that all property, grounds, athletic facilities and school plants are in good condition to maximize optimal educational operations and maintain a safe environment.			
TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.			
EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.			

QUALIFICATIONS:

1. High school diploma or equivalent
2. At least three (3) years of experience in grounds or lawn maintenance
3. Personnel supervisory experience
4. Valid Florida driver's license
5. Ability to communicate effectively, both written and verbal
6. Valid pesticide license or willingness to acquire
7. Computer and technology experience
8. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable

PERFORMANCE RESPONSIBILITIES: Essential duties end with an asterisk.

1. Communicate effectively with district and non-district personnel at all levels and follow directions of supervisors. *
2. Ability to discuss and coordinate grounds maintenance, lawn care, and basic maintenance at district facilities. *
3. Ensure that the quality of groundskeeping, landscaping, and athletic fields meet established guidelines. Assist with corrective actions when necessary. *
4. Inspect facilities and develop grounds keeping and other basic maintenance guidelines in a documentable format. *
5. Possess knowledge of methods, tools, equipment and necessary safety precautions used in groundskeeping. *
6. Assign groundskeeping workers priorities and monitor to ensure that tasks are completed. *
7. Review requests to ensure the general maintenance, upkeep, and repairs to the educational facility are completed and monitored in a safe and timely manner. *
8. Assist in the preparation of budgets for the purpose of recommending new and replacement equipment supplies. *
9. Create and maintain written records and reports as necessary for the administration of assigned duties. *
10. Develop and plan work schedules and assign work crews accordingly. *
11. Perform evaluations of personnel supervised and provide improvement strategies as needed. *
12. Use herbicides and pest control chemicals according to prescribed safety labels. *
13. Consult with building principals regarding the groundskeeping plans for individual schools. *
14. Utilize technology effectively to enhance work completion and tracking' of personnel, to include computers, programs and cell phones. *
15. Develop a district wide groundskeeping work plan with annual and seasonal schedules and coordinate its implementation with input from the Superintendent, Board, and staff. *
16. Establish daily, weekly, monthly and annual groundskeeping plans to include exterior pest control, fertilization, and tree and brush clearing as well as other needed services. *
17. Assist with hurricane shelters and emergency situations as needed. *
18. Perform other duties as assigned by the supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to twenty (20) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.