



Title: **Grounds Coordinator**
Reports to: Administrator Assigned
Department: Grounds Services

Pay Grade: 306
FLSA: Exempt
Length of Assignment: 226 days

Summary

Lead, coordinate, and oversee the operations of the Grounds Services Department, including the implementation and management of a preventive maintenance program. Provide leadership for implementation, monitoring, and training of district employees to achieve and maintain a healthy work environment outdoors. Ensure that outdoor facilities, grounds, and safety inspections/remediation are properly maintained and in a safe, functional order year-round. Provide technical assistance and services in support of district and campus needs. Use management practices that promote collegiality, teamwork, and collaborative decisions. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Recommend and oversee the development and implementation of policies and procedures concerning grounds operations. Provide long-range planning and direction for the department.
2. Develop and implement an outdoor facilities and grounds preventive maintenance program. Monitor and audit completed work and pending work orders.
3. Develop, implement, and maintain a grounds services preventive maintenance program for safety inspections/remediation, i.e. electrical, chemical, physical, etc., and for pesticides/insecticides/herbicides, as related to landscaping and athletic fields, utilizing the district's resources.
4. Maintain inventory at appropriate levels to meet district needs.
5. Provide training on appropriate outdoor facilities and grounds procedures and serve as a working leader.
6. Serve as a contact to receive calls and coordinate with other applicable district departments at night, weekends, and holidays concerning emergency situations and take appropriate action.
7. Inspect sites to determine materials, labor needs, and cost estimates for work to be performed. Research equipment and/or materials needed. Oversee the requisition, purchase, and distribution of required materials and assist with the development of specifications.
8. Establish and maintain a system of work management and response for grounds maintenance that ensures an efficient and effective balance of service.
9. Coordinate grounds activities and work cooperatively with campus administration, departments, maintenance supervisors and trades in the Division of Maintenance and Operations, and the community in the implementation of ground improvements and conditions conducive to an effective instructional environment.
10. Inspect outdoor facilities and grounds issues, complaints, and accident reports to make sound and effective recommendations for resolution.
11. Interview, select, assign, orient, train, motivate, discipline, and evaluate assigned personnel.
12. Manage work orders and requests for equipment, supplies, and materials through the use of the established work order software system implemented by the district. Responsible for vehicle, vehicle inventory, materials, tools, and recordkeeping necessary to complete an assigned task, to include assigned personnel.
13. Evaluate or assist in evaluation of bid specifications for purchase of equipment, materials, and contracted services.

14. Manage the preparation, disbursement, and accountability of the department's budget. Implement fiscal accountability procedures.
15. Manage and maintain all district athletic fields and coordinate work with the Athletic Department.
16. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's Degree in Horticultural Sciences, Landscape Management, Business Management or related field and three (3) years supervisory experience in grounds/maintenance services **OR** High School Diploma/General Education Diploma (GED) and eight (8) years verifiable experience in grounds/maintenance services, to include three (3) years supervisory experience in grounds/maintenance services. Experience making presentations to the public, as well as large groups. Ability to read and interpret landscape plans. Must possess effective oral and written communication skills and the ability to communicate effectively. Experience and working knowledge of current computer software and hardware related to position. Valid Texas/New Mexico driver's license, must be insurable by the district's liability insurance carrier; subject to the YISD drug and alcohol testing policy and regulation.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Able to work evenings, nights and weekends as assigned. Must be able to lift, carry, push and/or pull up to fifty (50) pounds occasionally; more than 50 pounds infrequently and with assistance; requires extended periods of standing, bending, reaching, kneeling, stooping, walking and lifting. Must be able to respond to after-hours emergencies; occasional districtwide travel.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.