

Hobbs Municipal Schools Job Description

Position: Grounds Supervisor

Group: 7

Supervisor: Director of Maintenance, Maintenance Supervisor or Designee.

General Job Description: To perform work required in the maintenance of grounds at all Hobbs Municipal Schools facilities.

Qualifications:

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Training and experience in grounds management
4. Appropriate licenses
 - a. Irrigation
 - b. Application
5. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Prepare grounds needs in area of inventories, budgets, etc.
10. Communicate with Athletic Director, Director of Operations, Director of Maintenance or Maintenance Supervisor, in the preparation of district activities
11. Supervise those assigned to department.
12. Oversee and apply chemicals and materials, with regard to children and personnel at schools.
13. Oversee mowing, edging, fertilizing, weeding, pruning, etc.
14. Oversee work with sprinklers, tractors, aerators, etc.
15. Oversee preparation and maintenance of athletic and practice fields
16. Have knowledge of plants, grasses, irrigation, control systems, etc.
17. Be able to train other people in safe and proper equipment operation and maintenance of equipment
18. Assign work orders and follow up on status.
19. Complete record-keeping of all chemicals and MSDSs
20. Irrigation drafting knowledge
21. Oversee playground equipment installation and maintenance.
22. Comply with all school board policies and regulations.
23. Perform any other duties as assigned by Director of Maintenance or Maintenance Supervisor.

Additional Duties and Responsibilities:

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe and attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.
6. Set up for games, unlock facilities for visiting teams, referees, etc., if needed.
7. Service and maintain lawn equipment as needed.

Work Environment:

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Emergency calls on sewer stoppages at the noon hour are common. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and

able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Physical Requirements:

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Any lifting that would require more that 50 pound of dead weight should be done by at least two people if at all possible.
6. Ability to operate fork lifts, mowers, ditchers, backhoes, dump trucks, and tractors.
7. Have the physical capacity to handle warehouse supplies.

Safety and Health Requirements:

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

Equipment/Material handled:

Hand tools, equipment, chemicals, and material particular to t his trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

Terms of Employment:

Salary and work year to be established by the Board.