

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Grounds III	Wage/Hour Status:	Non-Exempt
Reports To:	Manager Facility Warehouse	Pay Range:	47B
Dept./School:	Facility Services	Date Revised:	10/1/2020

Primary Purpose:

Responsible for direct supervision of and technical assistance to the Grounds Maintenance technicians, coordinating maintenance and special projects district-wide. Also responsible for communication with department and district management and coaches, and maintaining proper irrigation schedule.

Qualifications:

Education/Certification:

- High school diploma or equivalent (required)
- Valid Texas driver's license
- Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:

- Working knowledge of landscape maintenance and installation
- Ability to operate power equipment, tractors, heavy equipment
- Ability to communicate well and interact with all people in a courteous manner
- Basic computer knowledge (Outlook, Word and Excel)
- Understanding and knowledge of landscaping/irrigation maintenance and installation

Preferred Experience:

- Two years of ground maintenance experience

Major Responsibilities and Duties:

Complete work orders and maintain a work order system to handle work orders and establish a record for reference, which shows a history of labor, and materials for work orders originated by the schools as well as by the grounds department.

Delegate work orders to technicians and contractors as appropriate.

Supervise maintenance personnel in their daily tasks as well as on special projects. Supervise special projects and maintenance schedules closely

Analyze each job assignment and request materials and labor as needed

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Inspect the grounds and facilities and initiate the needed repair

Coordinate labor, materials, and equipment used for grounds operations

Drive Plano ISD vehicle to inspect work sites, transport materials, and perform required labor

Perform and supervise required duties for installing and maintaining landscaping on campuses

Operate and maintain equipment used for grounds operations

Follow safety rules as well as assume the responsibilities that others follow these rules

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

Supervision of Grounds personnel

Equipment Used:

Uses hand tools, power tools, power equipment, tractors; operates Plano ISD vehicles

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent lifting and carrying of up to 50 pounds, stooping, bending, twisting, reaching above shoulder, pushing, climbing, kneeling and walking; manual dexterity to complete projects in a craftsman fashion, work outside under conditions of inclement weather, exposure to sun, excessive noise, intermittent fumes, smoke, gases, grease and oils; work around machinery with moving parts, work around moving objects or vehicles. occasional prolonged and irregular hours.

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 10/1/2020

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration

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and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date** _____