

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Grounds III	Wage/Hour Status:	Non-Exempt
Reports To:	Facility Services Facilitator	Pay Range:	47B
Dept./School:	Facility Services	Date Revised:	9/19/2023

Primary Purpose:

Responsible for direct supervision of and technical assistance to the Grounds Maintenance workers. Assist Grounds Lead in supervising personnel and coordinating maintenance and special projects.

Qualifications:

Education/Certification:

- Ability to read, write, and understand English
- 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

Preferred Experience:

- Five years of experience in irrigation maintenance

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.
- Analyze each job assignment and request materials and labor as needed
- 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

Job Title: Grounds III

Operate and maintain equipment used for grounds operations

Pick up trash and debris from grassy areas and fields prior to moving

Attend special training programs

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:** 9/19/2023

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 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** _____