

## Solanco School District

**Position Title:** Grounds Supervisor

**Site:** District

**Classification:** F/T 40 hours 12 months

**Reports to Immediate Supervisor:** Director of Buildings & Grounds

**Responsible to:** Director of Buildings and Grounds / Athletic Director

**Definition/General Description of Duties:** Under the general supervision of the Director of Building and Grounds and the seasonal supervision of the Athletic Director, employee oversees and personally performs work required to maintain the school and waste plant treatment facilities. Performs a variety of grounds keeping, athletic field maintenance, minor repairs and related tasks associated with the upkeep of the grounds and athletic fields district wide. Completes and maintains appropriate records. This position interacts with staff and community and must present a customer friendly and positive district image.

### **Essential Duties and Responsibilities:**

1. Operate all necessary grounds equipment including tractors, field mowers and vehicles.
2. Maintain records of inspection of all equipment used by the Grounds Department, completing minor preventative maintenance and upkeep on equipment. All other repairs and /or maintenance that is required will be assigned to either in house technicians or servicing companies.
3. Inspect district fields and grounds equipment on a regular schedule.
4. Inspect the waste treatment facilities as designated (located at the High School and Swift Middle School). Conduct tests, record the results, inspect all equipment, follow Standard Operating Procedures (SOP) and complete all tasks for safe, efficient operation as required to meet state regulations.
5. Maintains records and provide necessary reports pertaining to the wastewater facilities, pesticide spraying, etc.
6. Performs various outside services including but not limited to mowing fields, lawns, weed trimming, tree and shrub trimming, snow removal, sweeping sidewalks and litter removal.
7. Line paint athletic fields, apply fertilizer and weed control, and other grounds needs as assigned.
8. Pick up trash and transport to designated location for proper disposal.
9. Provide annual training to athletic coaches for the proper maintenance of ball infields for player safety and to prolong life of fields.
10. Communicate with the Director of Building and Grounds on matters relating to the overall health, safety and operating condition of the grounds equipment and district grounds needs.
11. Maintain supply rooms, workshop, and work areas in clean, safe, and organized condition. Secure hazardous materials and equipment to minimize potential injury to students, staff, and volunteers.
12. Other duties assigned by the Director of Buildings and Grounds.

### **Offseason Responsibilities:**

1. Ensure all grounds equipment is inspected and perform annual tasks for maintaining the equipment.
2. Inspect the sports buildings to ensure all maintenance is performed.
3. Work with the winter sports programs throughout the district. Ensure all assignments within Solanco's responsibility are achieved.
4. Complete daily wastewater testing at both plants (High School and Swift Middle School).
5. Assist with drinking water testing throughout the district (weekdays and/or weekends, maintaining 40 hours per week maximum).
6. Maintain mulch on playgrounds and trim tree lines throughout the district, etc.
7. Perform custodial functions as directed by Director of Buildings and Grounds.
8. Other offseason assignments as assigned by Director of Buildings and Grounds.

### **Knowledge of:**

- Methods, materials, and equipment related to the maintenance and operation of grounds and athletic fields and facilities.
- Hand and power tools and equipment used in grounds maintenance.
- Athletic field preparation and maintenance
- Mowers and equipment and basic maintenance of equipment used to mow and maintain district grounds and athletic fields.
- Minor maintenance of waste treatment facilities, equipment, and standards.
- Regulations for safe use relating to the handling, storage and use of chemical products, waste treatment chemicals, grounds keeping chemicals and equipment.

### **Ability to:**

- Understand and follow written and oral communication.

- Maintain cooperative working relationships with those contacted during the day.
- Keep appropriate information confidential.
- Respond to emergency situations swiftly and appropriately.
- Perform heavy physical labor including lifting, pulling, pushing, and working off ladders.
- Work with little supervision
- Prioritize and organize work assignments for district grounds personnel.
- Able to prepare and maintain accurate records and reports.
- Complete minor maintenance tasks using hand and small power tools.
- Operate and maintain equipment and tools.
- Provide neat and acceptable appearance and meet hygiene requirements.
- Adhere to safety standards and safe practices especially while using equipment and chemicals.

**Qualifications Requirements:**

- High School diploma or GED
- Minimum 3 years' experience in grounds maintenance.
- Acceptable Act 34 Police Compliance
- Acceptable PA Child Abuse History Clearance
- Good verbal, written, math and interpersonal skills
- Valid PA drivers' license
- Obtain and maintain PA Pesticide Applicator certificate for public entities within initial six months of employment.
- Obtain and maintain PA Wastewater Treatment Plant Operator license within initial twelve (12) months of employment.
- Obtain and maintain PA Drinking Water Operator license initial within twelve (12) months of employment.

**ADA Compliance:**

Physical ability:

Tasks involve the regular and at times sustained performance of moderately physically to physically demanding work typically involving a combination of lifting, carrying, pushing, pulling moderately heavy equipment and materials (50-100lbs.) The employee is required to stand, work climb, balance, stoop, kneel, crouch, crawl and smell, use hands and fingers to handle or feel tools, objects, equipment and controls.

Sensory requirements:

Some tasks require the ability to discriminate odors. Vision ability requirements would include close vision, color vision, peripheral vision and depth perception and the ability to adjust focus. Most tasks require visual perception and discrimination. Employee must be able to hear and verbally communicate.

Environmental factors:

Tasks are regularly performed with potential exposure to environmental conditions such as strong odors, wetness, humidity, machinery, temperature, and noise extremes, toxic, poisonous, or caustic agents. The employee works with and near moving mechanical parts and equipment and will work in outside weather conditions and is exposed to extreme cold or extreme heat, fumes, and airborne particles. The noise level is usually moderate. Must follow safety PPE protocols and supervise others are following the same rules.

To perform this job successfully the employee must be able to perform each essential responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The physical and sensory demands described are representative of those that must be met by the employee to satisfactorily perform each essential responsibility. The work environment described is representative of the environment the employee will encounter while performing the job responsibilities. Reasonable accommodations may be made to enable the employee with disabilities to perform the job responsibilities. The Solanco School District is an Equal Opportunity Employer.