

SUPERVISOR OF GROUNDS CREW

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To coordinate, supervise, and participate in the grounds maintenance of the District's schools and facilities.

PERFORMANCE RESPONSIBILITIES:

1. Assigns work orders and duties to grounds personnel and inspects completed work.
2. Assumes grounds keeping responsibilities.
3. Supervises and provides input on evaluations for all grounds crew.
4. Confers with school principals and other school personnel when performing maintenance on various school grounds and equipment.
5. Trains grounds personnel to perform their duties effectively.
6. Prepares schedules and determines the need for mowing, spraying, watering, fertilizing, trimming, and pruning, etc., to maintain turf, shrubs, and trees.
7. Procures supplies and equipment as needed to perform duties.
8. Provides for snow and ice removal from parking lots, driveways, building entrances, and sidewalks.
9. Establishes schedules for the department.
10. Maintains equipment in safe and efficient operating condition and makes recommendations for service and preventive maintenance of trucks, tractors and mowers.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised August 2016