

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: ASSISTANT SUPERVISOR - FIELDS AND GROUNDS MAINTENANCE

EMPLOYEE CLASSIFICATION: Exempt, Classified

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Experience in grounds trades preferred
- Valid Arizona Driver's License
- Effective communication skills

OVERVIEW OF JOB DESCRIPTION: To assist the Facilities Maintenance Supervisor in the repair and maintenance of all fields and grounds belonging to the school district.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Establishes and maintains a good rapport with students, employees, and community.
3. Possesses general knowledge of trades related to grounds and landscaping maintenance including but not limited to—plumbing, electrical, fencing, welding, and sprinkler systems.
4. Makes recommendations to the supervisor on work to be performed by district grounds workers and assist in monitoring work to be performed by contract workers.
5. Assists the supervisor in maintaining appropriate maintenance/documentation records of equipment and tools.
6. Subject to call outs during evenings, weekends or holidays.
7. Assists the supervisor as the school district liaison with appropriate governmental/contract agencies.
8. Perform as a lead person.
9. Provides direction of all other grounds workers.
10. Maintain work orders; assign repair requests.
11. Assist in the selection, training, and evaluation of grounds workers.
12. Operates and maintains grounds and landscaping equipment.
13. Troubleshoots irrigation systems by replacing and repairing irrigation systems such as controllers, water lines, electric valves, and sprinklers.
14. Maintains district landscapes by aerating and fertilizing, cutting weeds and mowing grass.
15. Prepares fields and grounds for use by school athletic teams and physical education classes and other field related events.
16. Irrigates lawns, fields, plants, shrubs, trees, laying and repairing sod etc.
17. Maintains fences, parking lots, driveways, signage and curbing as well as adjacent grounds.
18. Performs duties involving integrated weed and pest management.
19. Performs other related duties as necessary or assigned.

REPORTS TO: Facility Maintenance Supervisor

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

SUPERVISES: Grounds workers

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.