

Anoka-Hennepin Independent School District #11
Job Description

Title: Buildings & Grounds Sites and Grounds Manager
Department: Buildings & Grounds
Reports to: Director of Buildings & Grounds
Prepared Date: June 2023

SUMMARY OF RESPONSIBILITIES

Coordinate and supervise the maintenance, development and safety of sites and grounds including parking facilities, playgrounds, hard surfaces, and turf areas.

DUTIES AND RESPONSIBILITIES

- Consult with school principals, building supervisors and others to develop and maintain landscaping and grounds for school sites.
- Develop and direct a program of maintenance for all equipment and vehicles assigned to Sites and Grounds.
- Supervise snow removal from all district sites.
- Assist in the preparation of bid specifications, analyzes bids and recommends the acceptance of quotes and bids for supplies, equipment, and building (landscape) renovations.
- Assume general responsibility and supervision of all grounds personnel and services of the district.
- Assist in the recruiting, screening, and assignment of full-time and seasonal grounds personnel throughout the district.
- Develop and implement staff development programs for grounds personnel.
- Prepare and monitor program budget.
- Ensure compliance with federal, state, and municipal laws and/or ordinances and district policies regarding employment, health and safety, etc.
- Perform other tasks and assume other responsibilities as directed by the Buildings & Grounds Director.

EDUCATION and/or EXPERIENCE

Bachelor's degree in related field or 3 - 5 years of experience in planning, operating, and maintaining facilities and/or training in a related field, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

PREFERRED QUALIFICATIONS

Experience in landscape design, civil engineering and construction project management preferred. 3 - 5 years of supervisory experience in public safety, emergency management, or school safety preferred. A knowledge of landscaping, irrigation techniques, horticulture, and ornamental and turf management is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires playground safety certification. Must possess a Minnesota driver's license.

KNOWLEDGE, SKILLS & ABILITIES

Working knowledge of equipment and job functions of a landscaping and grounds operation. Knowledge of applicable codes, regulations, regulations regarding maintenance, and standard industry practices.

Knowledge of the federal and state regulations governing the use, control, storage, and disposal of pesticides, fertilizers, insecticides, herbicides, and similar chemicals is required.

Experience in the proper use, control, storage, and disposal of pesticides, fertilizers, insecticides, herbicides, and similar chemicals is preferred.

Proficient in MS Office (Word, Excel and PowerPoint) and database management systems.

Budget management, inventory control, and equipment management skills are required.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables.

Strong written and oral communication and organizational skills.

Strong analytical and problem-solving skills.

Must be able to coordinate and plan multiple tasks, multitask, and prioritize work, and attention to detail.

Must be able to develop, update, and monitor grounds maintenance, snow removal, and preventive maintenance plans.

Ability to work well with diverse teams.

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Must be able to delegate responsibilities, promote teamwork, and provide daily direction to staff.

Ability to maintain regular attendance, which includes completing an assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.