

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Buildings & Grounds Sites and Grounds Supervisor  
**Department:** Buildings & Grounds  
**Reports to:** Director of Buildings & Grounds  
**Prepared Date:** June 11, 2004

**SUMMARY OF RESPONSIBILITIES**

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

**DUTIES AND RESPONSIBILITIES**

- Consults with school principals, building supervisors and others to develop and maintain landscaping and grounds for school sites.
- Develops and directs a program of maintenance for all equipment and vehicles assigned to Sites and Grounds.
- Supervises snow removal from all district sites.
- Assists in the preparation of bid specifications, analyzes bids and recommends the acceptance of quotes and bids for supplies, equipment and building (landscape) renovations.
- Assumes general responsibility and supervision of all grounds personnel and services of the district.
- Assists in the recruiting, screening and assignment of full-time and seasonal grounds personnel throughout the district.
- Develops and implements staff development programs for grounds personnel.
- Prepares and monitors program budget.
- Ensures compliance with federal, state, and municipal laws and/or ordinances and district policies with regard to employment, health and safety, etc.
- Performs other tasks and assumes other responsibilities as directed by the Buildings & Grounds Director.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in related area; or one to two years related experience and/or training; or equivalent combination of education and experience.