

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

December 2020

#### SECTION I: GENERAL INFORMATION

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| <b>Position Title:</b><br>District Grounds Coordinator  | <b>Department:</b><br>Building & Grounds   |
| <b>Immediate Supervisor's Position Title:</b><br>Director of Buildings and Grounds  | <b>FLSA Status:</b><br>Non-exempt  |
| <b>Band/Grade/Subgrade:</b><br><b>D-6-1</b>   | <b>Bargaining Unit:</b><br>Grounds Coordinator, Maintenance Coordinator,<br>Master Electrician |
| <b>Job Summary:</b><br>Under the guidance and direction of the Director of Buildings and Grounds, The District Grounds Coordinator directs, conducts, or monitors the preparation and maintenance of all school grounds in the Northfield Public School District. This includes snow removal, lawn care, landscaping, fencing and erection of outdoor structures such as storage sheds. The District Grounds Coordinator supervises District Floating Substitutes and seasonal employees. |  |

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

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| <b>Duty/Responsibility No:</b>  | 1  | <b>Statement of duty/responsibility:</b><br>Plans and assigns daily work to grounds staff and/or school students. |
| <b>Percent of Time:</b>   | 25 |   |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Determines work priorities.</li> <li>• Plans and prepares work schedules.</li> <li>• Approves and assigns overtime as necessary to complete projects according to district procedures.</li> <li>• Verifies time cards and absence reports, submits to Director of Buildings and Grounds.</li> <li>• Schedules vacation requests and makes recommendations for approval to the Director of Buildings and Grounds.</li> <li>• Screens, interviews and recommends new candidates for hire.</li> <li>• Coordinates scheduled deliveries of food products, print center materials, furniture, custodial supplies, and other items between buildings in the school district.</li> </ul> |    |   |

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| <b>Duty/Responsibility No:</b> | 2  | <b>Statement of duty/responsibility:</b><br>Coordinates and leads district grounds staff to ensure proper work performance. |
| <b>Percent of Time:</b>        | 20 |   |

**Tasks involved in fulfilling above duty/responsibility:**

- Inspects school district properties, grounds, maintenance equipment and vehicles for safety and repair needs and assigns work as necessary.
- Inspects playground equipment and other entities as requested for safety and repair needs and assigns work as necessary.
- Acts as representative for District Safety Committee.
- Assists with repair of functional and support equipment including boilers, pumps, electrical and computer controls, air handlers and vents.
- Assists with repairs of equipment such as furniture and fixtures.
- Provides advice and guidance to all employees concerning best methods for accomplishing objectives according to district work standards.
- Inspects work as performed and upon completion.
- Assists in resolving personnel conflicts.
- Assists in hiring seasonal and maintenance employees.
- Makes recommendations and assists in addressing discipline, performance issues and personnel evaluations.

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| <b>Duty/Responsibility No:</b> | 3  | <b>Statement of duty/responsibility:</b><br>Coordinates preventive maintenance and repair of district vehicles including pickups, vans, snow plows, tractors, trucks, and lawn mowers. |
| <b>Percent of Time:</b>        | 15 |  |

**Tasks involved in fulfilling above duty/responsibility:**

- Performs and instructs personnel on maintenance and repair involving brakes, bearings, seals, transmissions, and tires.
- Performs and instructs personnel on welding, greasing, routine oil and fluid changing, painting and general tune ups.

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| <b>Duty/Responsibility No:</b> | 4  | <b>Statement of duty/responsibility:</b><br>Directs, conducts, or monitors remodeling projects involving carpentry, masonry, tile, paint, and other building materials. |
| <b>Percent of Time:</b>        | 10 |   |

**Tasks involved in fulfilling above duty/responsibility:**

- Provides instruction and guidance to head custodians and other members on remodeling projects as needed.
- Maintains inventory of supplies and assesses amount necessary for coming year.
- Meets with Director of Buildings and Grounds and district administrators for purpose of planning for remodeling projects, assigning capital budgets, and coordinating operations as needed.
- Maintains assigned budgets to handle operations, maintenance, and remodeling projects for buildings and purchasing new or used equipment for grounds maintenance.
- Participates on building or district committees and provides input concerning building maintenance or remodeling projects.

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| <b>Duty/Responsibility No:</b>   | 5  | <b>Statement of duty/responsibility:</b><br>Coordinates, conducts and supervises seasonal maintenance activities of grounds for all buildings in the school district. |
| <b>Percent of Time:</b>  | 25 |   |
| <b>Tasks involved in fulfilling above duty/responsibility:</b>   |    |   |
| <ul style="list-style-type: none"> <li>Instructs staff and assists with preparation of athletic fields by measuring, painting, marking lines, dragging the track and baseball fields.</li> <li>Maintains bleachers, fences, sprinkler systems, and general field maintenance.</li> <li>Supervises maintenance of lawns, shrubs, and trees including mowing, trimming, planting and landscaping.</li> <li>Conducts fertilizing and weed control throughout the school district.</li> <li>Supervises, coordinates and conducts snow removal operations.</li> </ul> |    |   |

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| <b>Duty/Responsibility No:</b>   | 6 | <b>Statement of duty/responsibility:</b><br>Assists the Director of Buildings and Grounds with security measures for school buildings. |
| <b>Percent of Time:</b>  | 5 |  |
| <b>Tasks involved in fulfilling above duty/responsibility:</b>   |   |  |
| <ul style="list-style-type: none"> <li>Inventories, distributes and cuts building keys.</li> <li>Re-codes locks as necessary.</li> <li>Maintains and secures homes owned by the school district which are used by special needs students during the school day.</li> </ul> |   |  |

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| <b>Duty/Responsibility No:</b>                                 | 7 | <b>Statement of duty/responsibility:</b><br>Performs other comparable duties of a like or similar nature as assigned. |
| <b>Percent of Time:</b>  |   |   |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> |   |   |

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| <b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b> |  |  |                 |
| <b>REQUIRED EDUCATION/TRAINING (choose one)</b>   |  | <b>DEGREE INFORMATION:</b>   |                 |
| less than high school diploma   |  | <b>Type of degree: (B.S., M.A., etc.)</b>  |                 |
| High school diploma or GED.   |  | Associate's Degree, two-year college/technical school certification, degree, or a comparable level of experience.    |                 |
| 1 year college  |  | x  | 2 years college |
| 3 years college   |  |  | 4 years college |
| 1st year graduate level   |  | <b>Major field of study or degree emphasis:</b>  |                 |
| 2nd year graduate level   |  | <b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> |                 |
|   |  | <ul style="list-style-type: none"> <li>Knowledge of school district policies, procedures,</li> </ul>                 |                 |

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| <b>Doctorate level</b> | <ul style="list-style-type: none"> <li>guidelines and philosophy.</li> <li>• Knowledge of district budget processes.</li> <li>• Knowledge of administrative procedures.</li> <li>• Knowledge of hand, power, and diagnostic tools applicable to trade.</li> <li>• Knowledge of all safety precautions applicable to trade.</li> <li>• Knowledge of the application and use of computers, business productivity software/applications such as Word, Excel, E-mail programs and other office productivity software utilized by the department in the performance of the job.</li> <li>• Knowledge of preventive maintenance practices.</li> <li>• Knowledge of athletic field layouts.</li> <li>• Knowledge of chemicals used in fertilizing and weed control.</li> <li>• Mechanical, electrical, steam, air system, carpentry and masonry knowledge applicable to trade.</li> <li>• Knowledge of security hardware, specifically keys and re-coding locks.</li> </ul> |
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**Required Work Experience in Addition to Formal Education/Training:**  
 At least three to five years of prior related work experience is needed to gain entry into the job.

**Required Supervisory Experience:**

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| <b>LICENSE/<br/>CERTIFICATION</b> | <p><b>Identify licenses/certification required upon hiring:</b></p> <ul style="list-style-type: none"> <li>• 2nd Class Boiler License.</li> <li>• Non-Commercial Applicator’s License.</li> <li>• Valid State of Minnesota Commercial Class B Driver’s License.</li> </ul> |
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| <b>ESSENTIAL SKILLS<br/>REQUIRED TO<br/>PERFORM THE<br/>WORK</b> | <p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Oral and written communication skills.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and officials.</li> <li>• Computer skills of databases, reports, spreadsheets, documents, correspondence and E-mail.</li> <li>• Planning, prioritizing, and organizing grounds tasks and functions.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments.</li> <li>• Basic math skills.</li> <li>• Ability to use hand and power tools applicable to trade.</li> <li>• Ability to use appropriate tools and diagnostic equipment to test, repair, or replace equipment and recommend replacement of vehicles/equipment.</li> <li>• Ability to operate equipment used in lawn care including lawn mowers, fertilizing and weed control, and all other equipment and vehicles necessary in performance of the job.</li> <li>• Ability to operate all vehicles used in performance of the job including trucks, tractors and snow removal vehicles.</li> <li>• Ability to read, understand, follow and enforce safety procedures.</li> <li>• Performing general carpentry, masonry, electrical work, and plumbing.</li> <li>• Mechanical abilities including welding, auto mechanics, electrical, heating, ventilating and air conditioning (HVAC), re-coding locks and cutting keys.</li> <li>• Ability to work over time and be available for 24 hour on-call responsibilities.</li> </ul> |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS |   |                |
|--|---|----------------|
|  | Titles of Positions Directly Supervised | # of Employees |
| 1  | District Floating Substitute            | 1              |
| <b>TOTAL</b>   |   | <b>1</b>       |

| INDIRECT SUPERVISION:   |                             |
|---|-----------------------------|
| <b>Number of employees indirectly supervised:</b><br>Seasonal staff | <b>Total:</b><br><b>1-6</b> |

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| <p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p> | <p>Working with grounds equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Weed control and fertilization poses potential risks for inhalation of fumes, chemical burns and skin absorption. Dangers are inherent in driving and operating large vehicles such as trucks and snow removal equipment. Proper body mechanics must be utilized when loading and unloading delivery vehicles to prevent injury. Electrical shock and steam or exhaust burns also pose risks.</p> <p>The work environment involves exposure to potentially dangerous materials, equipment and situations that requires following extensive safety precautions and may include the use of protective equipment.</p> |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |       |                       |                      |                         |
|--|-------|-----------------------|----------------------|-------------------------|
| <u>Employee is required to:</u>  | Never | 1-33%<br>Occasionally | 34-66%<br>Frequently | 66-100%<br>Continuously |
| Stand  |       |                       |                      | x                       |
| Walk   |       |                       |                      | x                       |
| Sit  |       |                       | x                    |                         |
| Use hands dexterously (use fingers to handle, feel)                                |       |                       |                      | x                       |
| Reach with hands and arms  |       |                       | x                    |                         |
| Climb or balance   |       |                       | x                    |                         |
| Stoop/kneel/crouch or crawl  |       | x                     |                      |                         |
| Talk or hear   |       |                       | x                    |                         |
| Taste or smell   |       | x                     |                      |                         |
| Physical (Lift & carry):<br>up to 10 pounds  |       |                       |                      | x                       |
| up to 25 pounds  |       |                       |                      | x                       |
| up to 50 pounds  |       | x                     |                      |                         |
| up to 75 pounds  |       | x                     |                      |                         |

|                      |   |  |  |  |
|----------------------|---|--|--|--|
| up to 100 pounds     | x |  |  |  |
| more than 100 pounds | x |  |  |  |

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Work:**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Classification History:**

Revised 06/2010 by District HR (education level only)

Reviewed and updated in March of 2018.