

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

Job Title: Grounds – Project Leader
Prepared Date: 11/01/2002
Revised Date: 11/13/2018
Work Year: 261 days
Department: Facilities
Reports To: Trades Foreman
Salary Range: Project Leader – ACME Negotiated Agreement
Benefits: Fringe Benefits based on ACME Negotiated Agreement
Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Grounds – Project Leader is to be responsible for the coordination and supervision of all work done on the grounds and all landscaping of District property. This position is responsible to ensure the maintenance of equipment used by grounds crews including small gas engines. The Project Leader repeats instruction from supervisors to workers in the group. Assigns work to the group and directs projects while setting the work pace. He/she must demonstrate proper methods or techniques involved in the tasks to be accomplished. He/she is responsible for plans, blueprints, materials, and tools being available on the job. The Project Leader informs supervisors of impending problems, urges and advises employees to follow instructions and meet deadlines, and reports to the supervisors as to the status of the work assigned. The Project Leader inspects work in progress and assures that safety and fire rules are followed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Minimum of five (5) years of experience in landscaping, grounds care, construction, maintenance, and preventative maintenance.
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must be insurable by the District's insurance carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master Gardener Certification
- Colorado Sprinkler Installer License
- Associates Degree related to landscape design, horticulture, or related subject

SKILLS AND KNOWLEDGE:

- Critical thinking, problem solving and troubleshooting skills.
- Ability to work independently
- Thorough knowledge of structural and landscaping building codes.
- Must demonstrate proficiency in areas of landscaping, roofing, fencing, masonry, plaster/finish work, and sprinkler system maintenance and repair
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities
- Ability to promote and follow Board of Education policies, district and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds
- Ability to establish and maintain harmonious relationships with public and coworkers.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to coordinate the work effort of employees, relay instructions from supervisor, and direct projects while setting work pace
- Ability to ensure the work assignments of employees are carried out and completed in accordance with established work procedures and standard trade practices
- Ability to inspect work in progress and ensure that all safety, work, and fire standards are followed.
- Knowledge of soil and features of the terrain to determine the proper work approach according to the conditions of the surface and subsurface
- Knowledge and ability to determine, plan, and lay out the work to be done, from sketches and blueprints, and deciding the extent of repairs needed.
- Knowledge and application of landscaping principles, materials, and safety standards.
- Knowledge of the makeup, operation, and installation of a variety of landscaping systems, circuits, equipment and controls.
- Knowledge and ability to determine use and methods of installation and repair of roofing materials and accessories on roof surfaces
- Ability to work from building plans, blueprints, wiring diagrams, engineering drawings, and maintenance and repair manuals.
- Operating knowledge of power tools and trade hand tools.
- Operating knowledge of small gas engines and landscaping equipment

- Mechanical aptitude and understanding of plumbing methods required for sprinkler system repair.
- Operating knowledge of and experience with personal computers and peripherals and typical office equipment, such as telephones, copier, fax machine, Email, etc. required within 6 months after hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Coordinate the activities of employee(s), relay instructions from supervisor, and direct projects while setting the work pace
- Assure the work assignments of employee(s) are carried out and completed in accordance with established work procedures and standard trade practices
- Inspect work in progress and assure that safety, work, and fire rules are followed
- Keep supervisor informed of impending problems, urge and advise employee(s) to follow instructions and meet deadlines, and report to supervisor as to the status of work assigned
- Coordinate and execute preventive maintenance inspections and repairs in all District facilities.
- Assist in determining roofing work to be done and selecting method to be followed for repair, including whether to outsource work to a qualified contractor.
- Trace and locate leaks (which requires a greater knowledge of roof construction since leaks may originate some distance from entry through ceiling), determine cause and extent of damage, repair or replace in accordance with industry standard
- Assist in and direct the repairing or replacing of all roofing needs in accordance with industry standards
- Perform and direct work related to brick and mortar in a professional manner and in accordance with industry standard
- Perform and direct finishing work (plaster) to obtain smooth surface and proper texture.
- Coordinate inspections for contractor performed work in renovations and new construction projects.
- Operate gasoline or diesel-powered landscaping equipment with wheeled or crawler type traction

- Operate a front end loader, tractor with pan, scraper, or bulldozer blade attachments, backhoes, and trench diggers
- Perform such functions as snow removal, sand, stone, and other materials, and to maintain ditches, roads, shoulders, and beds
- Perform and direct the repair and installation of chain-link fences
- Perform and oversee small engine repair
- Manage mowing and weed control program and employees throughout the growing season
- Maintain mowers, tractors, snow blowers, weed eaters, and all other grounds related equipment
- Perform and direct the maintenance, repair, and replacement of playground equipment, asphalt work, and concrete flatwork
- Perform and direct the maintenance, replacement, and modification of District sprinkler systems including replacing heads, repairing leaks, changing nozzles, correcting spray coverage, raising heads, and installing new systems
- Access and retrieve work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Responsible for purchasing materials with P-card; ensuring invoices are turned in daily with proper information for work order transactions; maintaining supplies, inventories and equipment; and working with prescribed budget.
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- This position may guide the work of, train, and assist other maintenance workers as needed.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by Trades Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Sitting			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate but a technician may be exposed to very loud noises that can damage hearing without proper protection. The technician may work inside and outside in all different weather conditions including extreme cold and extreme heat. The technician may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin from irritation and infection. Regularly exposed to the possibility of receiving cuts and serious injuries and risk of electrical shock while performing work using power tools and systems