

SCHOOL DISTRICT NO 62 (SOOKE)

TITLE: LEAD HAND GROUNDS MAINTENANCE

QUALIFICATIONS:

1. Secondary school graduation.
2. Holder of a two year post-secondary diploma in Landscape Horticulture. Able to obtain Pesticide applicators license and Playground Inspectors certificate.
3. At least five (5) years experience in the maintenance, development and use of equipment related to grounds and at least two (2) years supervisory experience.
4. Has a demonstrable ability to supervise skilled and non-skilled workers and preferably has recent formal supervisory and/or administrative management education and training.
5. Has a demonstrable ability to read blueprints, effectively layout work, perform horticultural trade work, and possess a general knowledge of minor repair work.
6. Have demonstrable computer knowledge and the ability to use word processing and "Outlook" programs and to use computerized maintenance management systems.
7. Able to communicate effectively (both orally and written), and able to develop and maintain good relationships with customers, staff, managers, and other groups.
8. Able to problem solve by evaluating information, giving relevant considerations when making decisions, interpreting data and reacting appropriately to changing situations.
9. Able to develop actionable long-range plans and short-term activities, including direction and organizing the work, assigning people, equipment, and tasks to meet goals.
10. Skilled in and able to control expenses, reducing costs, setting performance standards and reviewing budgets.
11. Over three years experience dealing with irrigation components and systems.
12. Be licensed to drive any vehicle under his jurisdiction. (Class 3)
13. Able to work under adverse weather conditions, interruptions and distractions.
14. Thorough knowledge of the operation of hand and power tools and grounds maintenance equipment.
15. Excellent health, sufficient strength, dexterity and versatility to perform a wide variety of routine manual and extremely physical tasks.
16. Able to get along well with all members of the school district staff and the general public.

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17. Demonstrated ability to work without direct supervision and able to communicate well with other staff.
18. Able to work well outdoors under all adverse weather conditions. Exposure to dust, noise, vibration, heat and cold.
19. Good health and sufficient strength to perform a variety of manual tasks.

RESPONSIBLE TO: Facilities Director or his designate

SUPERVISES: Facilities staff engaged in grounds work

JOB GOAL: To assist in maintaining and upgrading district facilities in a condition of operating excellence so that full use of it may be used at all times.

PERFORMANCE RESPONSIBILITIES:

1. To provide leadership to the grounds crew enabling them to effectively carry out their assigned work and perform to the best of their potential.
2. Assumes primary responsibility for the repair, maintenance, renovation and alteration of District sports fields, playgrounds, and other hard and soft landscape features.
3. Performs skilled and non-skilled tasks related to grounds maintenance.
4. Examines district owned facilities on a regular basis for preventative maintenance. Recognizes and recommends methods to correct deficiencies and problems.
5. To coordinate and schedule work, the use of facilities and material tied to the maintenance and capital programs.
6. Ensures that the use of all power equipment, ladders, scaffolding, man lifts, etc. is done in a safe and efficient manner and ensures all other crew equipment and vehicles are used and maintained safely and efficiently.
7. Supervises all grounds work performed by District personnel. Ensures that the work of grounds staff and related staff is carried out in an efficient and productive manner and resolves any work related problems as they arise. Networks with District staff.
8. To train, motivate and coach both skilled and non-skilled staff to increase the skill levels, removing obstacles to better performance and work. To actively improve the performance of the crew by giving specific performance feedback.
9. Estimates grounds repair, maintenance and upgrade projects in terms of labour and material, recommends, and purchases supplies and equipment, and maintains an inventory of equipment, hardware, materials and supplies.
10. Keeps in mind the safety of others, including school children.

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11. Ensures that the District complies with applicable by-laws and maintains records as necessary.
12. Performs other duties as required.

TERMS OF EMPLOYMENT: Twelve months a year

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EVALUATION

DATE: September 21, 2018

JOB TITLE: Lead Hand Grounds Maintenance

| Factor | Degree | Points | Substantiating Data |
|-----------------------------|--------|--------|--|
| 1. Knowledge | 5 | 75 | High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent. |
| 2. Experience | 9 | 135 | Six years and over. |
| 3. Judgement | 4 | 40 | The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation. |
| 4. Concentration | 3 | 30 | Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration. |
| 5. Physical Effort | 5 | 30 | Heavy activity of long duration. |
| 6. Dexterity | 3 | 18 | Employee is required to perform tasks that demand the accurate coordination of coarse movements, where speed may be a consideration. There is requirement for some fine movements. |
| 7. Accountability | 3 | 30 | Actions could result in significant loss of time, resources; OR cause some embarrassment within the department or organization. |
| 8. Safety of Others | 4 | 32 | Considerable degree of care required to prevent injury or harm to others. |
| 10. Interpersonal Skills | 4 | 40 | Tact and discretion required to deal with or settle requests, complaints or clarification of information. |
| 11. Disagreeable Conditions | 4 | 40 | Minor conditions of almost continuous exposure; OR Major conditions of frequent exposure. |
| TOTAL POINTS | | 470 | |

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APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

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