



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Grounds Maintenance Supervisor
Payroll/Personnel Type:	12 Month
Job #:	6639
Reports to:	Facilities Manager
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Grounds Maintenance Supervisor will be responsible for grounds maintenance for all district schools and properties in a multi-site school district creating a safe and welcoming environment.

Essential Functions:

- Work with the Principals and grounds maintenance contractors to guarantee the grounds are properly maintained throughout the district
- Maintain, review, update and monitor planned maintenance schedules
- Perform grounds inspections to monitor performance and quality and addresses any issues or concerns with the contractors
- Make recommendations to Facilities Manager regarding schedules and issues
- Assists with the RFP and bid evaluation process for selecting grounds maintenance contractors
- Work to provide grounds maintenance services within the budgetary parameters of the department
- Demonstrate flexibility to adapt to diverse situations and utilize critical thinking to provide solutions in resolving potential problems
- Interacts with community organizations, city politicians, and administrators, as necessary, to address any concerns or resolve conflicts
- Act as a resource person for grounds maintenance
- Work with Custodial Zone Supervisors to with regard to policing and maintenance of grounds. i.e. snow removal
- Provide the Facilities Manager with completed grounds inspections
- Assists with project estimates and makes recommendations regarding annual budgets for operational and maintenance needs
- Responds to any emergency situations
- Perform all other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of horticulture and a wide variety of grounds maintenance processes along with experience in managing contractors
- Experience with RFP and bidding processes
- Ability to manage in a diverse environment with focus on customer service
- Able to respond effectively to changing demands and has strong organization and time management skills
- Excellent communication skills
- Reliable and has excellent attendance record
- Proficient with MS Office applications

Experience:

- Two to three years of grounds and management experience



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- Multi-site or K-12 maintenance management experience is highly preferred

Education:

- Thorough knowledge of horticulture is (preferred)

Physical Requirements:

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Medium work – exert up to 25 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- Must possess a valid driver’s license
- Must be physically able to operate a motor vehicle

Working Conditions and Environment:

- Maintenance work is performed both indoors and outdoors year round
- Must be able to withstand extreme temperatures as well as potentially hazardous environments
- Must be physically able to wear dust mask/respirator and face protection

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.