

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	GROUPS CREW LEAD			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	AUX 7	DUTY DAYS:	260	DATE REVISED:	03/13/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

MINIMUM QUALIFICATIONS:

Ability to understand detailed written or oral instructions and use simple arithmetic is required. Three (3) years of related experience and crew leader training is required. A valid Texas Driver's License is required, and it must be in possession at all times while operating an Austin ISD vehicle. Education requirements are not specified.

SKILL REQUIREMENTS:

This position requires the incumbent to lead a crew of employees, have the ability to work with light and heavy equipment, and have a general knowledge of horticultural work and maintenance skills. The ability to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, customers, fellow employees, management, school staff, and administrators is preferred.

JOB PURPOSE AND RESPONSIBILITY:

Supervise a crew and maintain safe and attractive grounds and landscape on Austin ISD properties. Maintain athletic fields.

ESSENTIAL FUNCTIONS:

- Responsible for the second-level supervision of a crew to include:
 - Tree Crew
 - General Groundskeeper Work Crew
 - Tractor Mowing Crew
 - Refuse Collection Crew
 - Fence/Playground Repair Crew
 - Athletic Field Maintenance Crew
- Oversee the landscape work to include digging ditches, spreading dirt, planting grass and shrubbery, clean yards, and grounds (which may include the use of fertilizers), mow lawns, mow athletic fields, striping athletic fields including baseball, softball, and soccer fields, maintain jump pits on track fields, remove grass on infields, spread dirt on infields, clean football stadiums and sweep driveways/parking lots.
- Supervise scheduled maintenance plan to care for lawns, trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
- Assure tools and equipment according to prescribed safety procedures are followed. Assure established safety procedures and techniques to perform job duties, including lifting and climbing are followed.
- Oversee the inspection of tools and equipment for safety and efficiency and perform preventive maintenance as needed.
- Remove grass on infields and flower beds. Collect and dispose of leaves, dirt, rubbish, and refuse from District facilities.

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- Perform miscellaneous tasks such as fence repair, assist in plumbing repairs and/or air conditioner/heating repair work, clean buildings after a fire or vandalism, substitute custodial work during emergencies and remove dead animals from within or under buildings on occasion.
- Operate small equipment as part of routine assigned duties. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.
- Oversee the groundskeeper's task of removing grass on infields and flower beds.
- Oversee the groundskeeper's tasks such as fence repair, assisting in plumbing repairs and/or air conditioner/heating repair work, cleans buildings after a fire or vandalism, substitute custodial work during emergencies and removes dead animals from within or under buildings on occasion.
- Assure that the operation of small equipment such as are in good working order.
- Follow District safety protocols and emergency procedures.
- Oversee and supervise daily maintenance checks of assigned AISD vehicles and/or equipment to include gas, oil, light, brakes, etc.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Garden tools; small hand tools; jackhammers, sandblasters, pavement breakers, chain saws, weed eaters, power tools; heavy equipment including backhoe, tractor, skid steer; and power mower; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

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Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports to the appropriate supervisor of the department. Incumbent will supervise a crew of groundskeepers. Incumbent will have regular contact with other ground crew workers and Austin ISD employees.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: