

**JOB DESCRIPTION**  
**Plainfield School District**

**Assistant Director of Grounds**

**Purpose Statement**

The job of Assistant Director of Grounds is done for the purpose/s of coordinating and supervising the work performance of all groundskeepers assigned to the shift to ensure attractive and safe grounds area/s and athletic fields. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job is distinguished from similar jobs by the following characteristics: Oversees work of others.

This job reports to the Director of Facilities

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**Essential Functions**

- Manage and Supervise all Grounds [personnel directly or through designated lead positions.
- Estimates materials, equipment and/or staff resources for the purpose of ensuring timely completion of projects.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Inspects finished work for the purpose of ensuring quality standards are met.
- Coordinate with the Director of Facilities on all 5 year master plan projects
- Installs small sections and areas of concrete (e.g. pads, sidewalks, driveways, etc.) for the purpose of maintaining safe and attractive grounds.
- Plans, develops, recommends and monitors approved budget for the Grounds Department.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Monitors landscaped areas, sprinkler systems and grounds (e.g. fields, parking areas, courtyards, etc.) for the purpose of identifying repairs and/or replacement needs and providing an attractive environment.
- Review purchasing and budget on a consistent basis.
- Oversees facility maintenance activities and grounds personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Oversees all aspects of grounds care (e.g. coordinating work assignments, pesticide/herbicide applications, inspecting and/or evaluating projects, etc.) for the purpose of ensuring that projects are completed in a safe and efficient manner in compliance with regulatory requirements.
- Monitor budget and assess long and short term needs for organization.

- Performs duties of other grounds maintenance staff as may be required for the purpose of maintaining campus grounds in accordance with established standards.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Perform annual performance reviews for Grounds Staff.
- Plants a variety of landscaping materials (e.g. lawns, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Attend scheduled meetings as directed by the Assistant Director of Grounds
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Oversees all safety and environmental programs throughout the district to assure all facilities and grounds are environmentally safe.
- Procures pesticides, equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently and within budgetary limits.
- Removes snow and ice (e.g. driveways, parking areas and large, major walkways, etc.) for the purpose of maintaining a safe environment around buildings.
- Maintains district snow plan. Coordinate snow removal with staff and contractors.
- Repairs irrigation systems and components for the purpose of ensuring equipment and/or components are in proper working order.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at the job site.

### **Other Functions**

- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; preparing and maintaining accurate records; guiding others; interpersonal aptitude; leadership; managing projects/programs; monitoring activities; planning; problem solving; supervision; and training.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; health and safety regulations; methods of organizing, scheduling and prioritizing work loads; and current and emerging technology.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing work direction to assigned employees; understanding and following oral and written directions; working independently with little direction; planning and organizing work; preparing accurate records; meeting schedules/deadlines; adaptability/flexibility; excellent communication skills; sensitivity to persons of diverse backgrounds; confidentiality; decision making; detail oriented; leadership and direction; mechanical aptitude; multi-tasking; physical stamina; reliability; taking initiative; teamwork; working extended hours when needed; speak, read and write in English; and bilingual is beneficial.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, 10% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** High school diploma or equivalent.

**Equivalency** 3-5 years groundskeeper experience  
Athletic Field Maintenance Required  
Operation Skills of All Kinds of Landscaping Equipment Required  
Some Supervisory Experience Preferred.

Required Testing

Pre-employment Physical Exam

Certificates

Illinois Pesticide License - Re-test every 3 years

Valid Driver's License & Evidence of Insurability

CPSI

Continuing Educ./Training

Evaluation as outlined for Non-Union Employees

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range

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Signature

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Date