



Job Title: Trades Lead -Grounds

Department: Facilities Services

Supervisor: Director of Facilities Services

Lane Placement: ESP Lane 10

Schedule: 8 hrs / 245 days Evaluation Group: JCES 6

FLSA Classification: Non - Exempt

JOB DESCRIPTION

Under the supervision of the Director of Facilities Services and Maintenance Coordinator, the Trade Lead person is responsible for receiving and pursuing the completion of work assignments received daily for specific trade. Incumbent orders materials needed, schedules the work and checks on completion. Incumbent acts as a working lead person and assists in performance evaluations and selection of assigned personnel.

ESSENTIAL FUNCTIONS

- Plans, directs, organizes and controls work time behavior of assigned trade Journeymen.
- Organizes work by ordering materials. Orders within specific trade or responsibility area.
- Follows through on jobs to see that they are completed.
- Coordinates with other trades to see that projects are finalized.
- Performs specific trade work (e.g. plans landscaping layout, studies architect blueprints and decides what landscaping to put in).
- Plants and/or supervises the planting of trees, shrubs and flowers.
- Mows and/or supervises the mowing of District lawns.
- Trims trees and shrubs.
- Waters, fertilizes and places mulch on District grounds.
- May haul various items in large trucks (e.g. equipment, gravel, garbage).
- Repairs sprinkler systems.
- Performs work that is more complex or overflow work that subordinates are unable to complete.
- Provides support services to other maintenance areas as needed.
- Solves personnel problems.
- Has major input into significant decisions concerning equipment purchases and the budget.
- Drives a maintenance truck for transportation to work sites.
- Performs repairs and maintenance of District tools, equipment and trucks used by incumbent and subordinates.
- May supervise apprentices. May train and direct unskilled summer laborers.
- Assesses equipment safety and makes repairs with safety as a primary goal. Follows proper operating procedures with all equipment to avoid injury. Supervises safe use of equipment by others.
- May be called to respond to maintenance emergencies.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires a minimum of one year trade specific formal training.
- Requires a minimum of two years trade specific experience.
- Requires a minimum of one-year experience at a Grounds person level I.
- District experience is helpful in providing familiarity with specific District equipment and repair needs.
- Must demonstrate competence in reading, writing and math.
- Job requires grounds and landscaping skills at an advanced level.
- Requires supervisory skills and ability to communicate clearly (e.g. training, explaining).
- Requires problem solving skills. Makes decisions about materials, supplies and/or equipment.
- Requires good interpersonal skills. Interacts with other lead persons, maintenance supervisors and director in coordinating projects. Has extensive interaction with school administration, personnel and custodians in assessing needs and solving problems. Works around students in the schools.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Uses various trade specific tools, equipment and machinery.
- Many tools are power tools.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Work requires physical exertion (e.g. lifting equipment and materials, climbing, working in high places and/or awkward positions).
- May use some solvents or acids that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020