

## Job Description

**Job Title:** Grounds & Equipment Manager  
**Position Code:** 5N14, EN14  
**Job Classification:** Non-Exempt

**Supervisor:** Landscape Shop Supervisor  
**Pay Grade:** 21  
**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for performing the operational maintenance activities of the campus grounds and landscape areas which may include recreational and athletic fields. Oversees the daily activities of grounds and landscaping service personnel.

### **Essential Duties**

1. Responsible for supervision of special projects assigned for grounds and landscaping.
2. Coordinates equipment operations, equipment maintenance, and landscape debris recycling; orders material and equipment.
3. Assists in implementing detailed landscape plans; assists in modifications and adjustments to landscape to comply with ADA regulations.
4. Coordinates activities of support staff and consultants engaged in implementation and administration of landscape projects; oversees the supervision of assigned personnel, which includes work allocation, training, and problem resolution; makes recommendations for personnel actions.
5. Receives and responds to inquiries from campus community and members of general public and investigates and resolves problems related to water use, landscape projects, and refuse removal; investigates and develops ways to improve the scope and quality of services provided; makes recommendations as appropriate; provides planning, leadership, direction, and technical expertise as a resource to the campus on landscape and grounds services.
6. Assist in planning snow removal operations and makes personnel assignments for operating snow removal equipment.
7. Participates in the development of department goals and objectives; recommends, implements, and administers policies and procedures to enhance operations.
8. Implements recordkeeping procedures and manages applicable department records on employees, equipment, and maintenance activities.
9. Provides advice and assistance and services as a resource person to campus administrators concerning grounds and landscape facilities; maintains facility use schedules of grounds and landscaping.
10. Maintains a broad knowledge of state-of-the-art technology and equipment.
11. Models non-discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Landscape Shop Supervisor or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a high school diploma (GED), trade or vocational course in small engine repair. Must have experience in grounds maintenance work to include experience planning, assigning, and inspecting the work of others and extensive experience in the repair and maintenance of small engines, 2-cycle engines and related lawn mowing equipment. Must possess working knowledge of grounds maintenance techniques/practices and related safety

procedures. Must possess considerable knowledge of effective techniques and procedures in the repair and maintenance of various types of landscaping equipment and components including mechanical, DC electrical, pneumatic, and hydraulic systems. Must possess working knowledge and skills in the operation and use of landscape equipment, hand/power tools, and diagnostic equipment employed in the maintenance and repair of equipment. Must be able to read and comprehend technical repair manuals; perform simple arithmetic calculation; read gauges/testing devices; diagnose equipment failures. Must possess the ability to assist with planning, scheduling, supervising, and inspecting the work of others. Must possess excellent record maintenance, organization, human relations and communication skills.

**Working Conditions and Physical Requirements**

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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to Must be able to carry up to 50 pounds; constantly grip up to 50 pounds. At times employee is required to lift push/pull up to 100 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/garage environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Assigned Staff  
**Supervision Received:** Landscape Shop Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Grounds & Equipment Manager will be required to follow any other instructions and to perform any other related duties as assigned by the Landscape Shop Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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