

**SCHOOL DISTRICT NO. 63  
(SAANICH)**

**JOB DESCRIPTION**

**CLASSIFICATION**

Facilities

**POSITION**

Grounds Lead Hand

**SUMMARY**

Reporting to the Grounds Supervisor performs grounds maintenance tasks to ensure that district grounds and equipment are maintained with regard to safety, serviceability and appearance.

**DUTIES**

- Plans and organizes small projects, including liaising with district staff and contractors as required
- Performs general field and site maintenance: layout and line mark all types of sports fields, cuts grass, prunes trees, plants and maintains district grounds; sweeps sidewalks, cleans parking lots including snow and ice removal
- Constructs and services, fencing, staircases, boom gates, flag poles, walkways and playing fields
- Installs, services and inspects playground equipment meeting C.S.A. Guidelines
- Performs minor maintenance and repairs on equipment
- Operates all district vehicles, specialized grounds equipment and implements
- Transports supplies and equipment including the cartage of furniture and fixtures
- Operates welders, torches, concrete mixers and tools related to the job
- Replace Grounds Supervisor during absences as approved by Director of Facilities
- Services drains, sewage and irrigation systems in accordance with industry practice
- Directs, demonstrates safe procedures and trains Grounds Maintenance employees in District practices
- Reads and interprets and gives instructions regarding drawings and specifications
- Reports on work in progress and incomplete work

*\* Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

**QUALIFICATIONS**

- Grade 12
- One year Certificate in Horticulture
- Two years' related experience working in grounds, landscaping and/or horticulture.
- Valid B.C. Class 5 Driver's License
- Working knowledge of basic computer applications (e.g. email, work order system)
- Thorough knowledge of the operation of district vehicles, tractors and specialized equipment, hand, power tools and grounds maintenance implements (seeders/top dressers/aeration equipment)
- Working knowledge of WHMIS legislation and WCB regulations and C.S.A. Guidelines
- Relevant certificate or training courses (e.g. playground installation and inspection, drainage services, irrigation systems and repairs, and specialized grounds equipment including aerial lifts, skid steer and small engine maintenance)
- Working knowledge of drawings, specifications and construction methods

*\* Or an equivalent combination of training and experience*

**DATE**

October 2018