

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

JOB DESCRIPTION

CLASSIFICATION

Facilities

POSITION

Grounds Supervisor

SUMMARY

Under direction of the Director of Facilities or designate, the Grounds Supervisor is responsible for organizing and supervising the activities of the Grounds Department to ensure that district grounds and equipment are maintained with regard to safety, serviceability and appearance.

DUTIES

- Supervises and coordinates the activities of Grounds maintenance personnel.
- Assesses maintenance and repair requirements and establishes a preventative maintenance program including developing manuals and maintenance schedules.
- Reviews work requests and makes recommendations to the Director of Facilities in regards to associated personnel requirements; procures materials necessary; ensure tools and equipment are available; and establishes a schedule for personnel to complete the work within acceptable time and quality parameters.
- Administers department budget, maintains operating records and prepares and verifies purchasing card statements.
- In collaboration with the Director of Facilities, procures goods and services from vendors when required in adherence to School District Purchasing Policies.
- Make presentations to employee groups or hold meetings as necessary to provide information or to outline the department's approach on a certain topic or issue (i.e. Toolbox talks, school work order program operation, project review and presentations).
- Consults with school administration and provides technical advice pertaining to project estimates, grounds maintenance, alterations, equipment repairs and work scheduling.
- Provides feedback to the Director of Facilities in regards to department staffing, job performance evaluations and staff interviews.
- Coordinates maintenance or capital construction project contracts and ensures satisfactory performance and quality standards are achieved.
- Ensures compliance with Workers' Compensation Board Regulations and coordinates safety related training (e.g. WHMIS, equipment operation, etc.) Provides and coordinates training in all grounds' maintenance practices, operating procedures, standards of performance and grounds maintenance equipment.
- Installs playground equipment in conjunction with external certified personnel.
- Regularly inspects playground equipment and performs minor maintenance on equipment.
- Operates district vehicles and all grounds equipment.
- In absence of Director of Facilities, monitors contracts, directs staff, engineers, architects and consultants on grounds related issues
- Ensures that all timecards for assigned staff are accurate and submitted to payroll within specified timelines.
- Attends courses, seminars or workshops as approved by the Director of Facilities to upgrade skills or stay current with practices and procedures relative to his/her department.

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

QUALIFICATIONS

- Grade 12
- Valid Class 5 B.C. Driver's licence
- Certificate in Horticulture
- Five years' related experience (including Turf grass, construction and maintenance) and at least two years' supervisory experience related experience working in grounds, landscaping and/or horticulture.
- Demonstrated competency with digital technology including email, MS Word, MS Excel, online databases and facilities management software.

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

Required Knowledge and Skills

- Thorough knowledge of WHMIS legislation, WCB regulations and CSA standards.
- Specialized relevant skills (playground inspection certificate, irrigation installation and repairs certificate).
- Thorough knowledge of all hand and power tools and grounds maintenance equipment.
- Thorough knowledge of all grounds' maintenance procedures.
- Must be able to coordinate multiple tasks, prioritize work, plan and propose recommendations for change.
- Must be able to develop, update and monitor grounds-maintenance, snow removal and preventative maintenance plans.
- Demonstrated ability to lead, direct, motivate, train and inspire workers in a positive manner.
- Must be able to foster and encourage teamwork and cooperation with all departments.
- Must be able to communicate effectively to establish and maintain effective relationships with employees, co-workers, supervisors, district and school administration and contractors.

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

DATE

February 1, 2021