

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Grounds Manager	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Maintenance Foreman & Director	<b>Auxiliary Pay Grade:</b>	5 (260 Days)
<b>Dept./School:</b>	Maintenance	<b>Date Revised:</b>	09/03/2021

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**Primary Purpose:**

Supervise grounds crew and maintains grounds equipment. Maintain mowing and fertilizing schedules.

**Qualifications:**

**Education/Certification:**

3-5 years of grounds/landscape/botanical experience  
High School Diploma or GED  
Valid Texas Driver's License with good driving record

**Special Knowledge/Skills:**

Knowledge and understanding of plant and grass care  
Experience with the operation and maintenance of mowing equipment  
Good organizational and people skills  
Ability to handle high-volume, fast paced work loads  
Ability to order and maintain adequate supplies  
Ability to complete additional duties as assigned

**Experience:**

Experience with the operation and maintenance of mowing equipment. Knowledge and understanding of plant and grass care.

**Major Responsibilities and Duties:**

1. Responsible for new and unimproved grounds
2. Maintain all turf and grounds areas
3. Supervise Rotating and Athletics grounds crews
4. Help determine when to plant, transplant, prune and fertilize
5. Maintain checks on soil conditions for all plants and turf including requirements
6. Understands the care and upkeep for artificial turf
7. Working knowledge and maintenance of automatic sprinkler systems
8. Discover, treat, and prevent erosion problems in the district
9. Organize and supervise special crews in bad weather, ie: repairs, etc.
10. Supervise when to maintain all lawn equipment
11. Ability to read and follow specifications and blueprints
12. Manage equipment hand and power tools, various lawn equipment

**Other**

13. Follow district safety protocols and emergency procedures.
14. Has regular in person attendance and complies with notification procedures for absences.
15. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:** The following functions are essential for the safe and productive performance of this job. An inability to perform these with or without accommodations constitutes an unqualified individual.

**Tools/Equipment Used:** Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

**Additional Duties:**

Performs other job-related duties as assigned.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by \_\_\_\_\_

Date \_\_\_\_\_

