

VISTA UNIFIED SCHOOL DISTRICT
MAINTENANCE AND GROUNDS MANAGER

Purpose Statement

The purpose of a Maintenance and Grounds Manager is to coordinate and manage maintenance and grounds services; ensure timely repair, servicing, and preventative maintenance in an efficient and cost effective manner; oversee assigned personnel; provide information to others; and schedule work assignments within established timeframes and standards.

This job reports to the Executive Director of Facilities and Operations.

Essential Functions

- Attends and participates in meetings, workshops, training, and seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Collaborates with other administrative personnel for the purpose of supporting them in the achievement of department, program and district goals.
- Communicates with administrators, staff, and outside organizations for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Coordinates a variety of programs and services (e.g. daily schedules, groundwater conservation, outside service contracts, pesticide management, etc.) for the purpose of meeting district requirements.
- Coordinates day to day activities for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner and maximizing the efficiency of the workforce.
- Develops long and short range plans in relation to assigned administrative responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Implements assigned activities and/or projects for the purpose of delivering services in compliance with regulatory requirements and established guidelines.
- Inspects a variety of equipment and services (e.g. new construction, repair work, projects, equipment, work orders, daily maintenance and supplies, district playground and landscape areas, etc.) for the purpose of ensuring that jobs are completed efficiently, specifications are within established guidelines, and approving inspection reports and payment requests.
- Maintains a variety of files and records (e.g. sketches, plans, specifications, inventory, work orders, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and audit trail.
- Manages stormwater pollution control for all district grounds for the purpose of meeting requirements of state and county regulatory agencies.
- Manages, maintains, and monitors computer-based irrigation system for the purpose of managing district water consumption and providing for overall landscape appearance.
- Monitors and maintains inventory of supply and materials for the purpose of ensuring availability of items required to complete necessary installation and/or repair.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.

- Performs personnel functions (e.g. interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a variety of written materials (e.g. reports, memos, letters, procedures, manuals, plans, budgets, analyses, etc.) for the purpose of documenting activities, meeting compliance requirements, providing written reference, making presentations, and/or conveying information.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, and/or implementing actions.
- Procures equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently and economically.
- Recommends policies, procedures, and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches a variety of topics for the purpose of developing and planning best practices, programs, and services, ensuring compliance with relevant requirements, taking appropriate actions, and/or responding to requests.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Reviews district, facilities, contractor licenses, certifications, and trainings for the purpose of ensuring that the district meets regulatory requirements.
- Reviews plans, specifications, and cost estimates for the purpose of advising on purchases of landscape material, equipment, fencing, and playground equipment.
- Supervises work and workplace safety standards for the purpose of ensuring compliance regulatory requirements and district preventive maintenance processes.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- analyzing budgets;
- analyzing data;
- applying job-related codes, regulations, and laws;
- communicating with diverse groups;
- conducting interviews;
- estimating required resources;
- facilitating meetings;
- handling hazardous materials;
- inspecting equipment;
- interpersonal skills using tact, patience, and courtesy;
- making critical observations;
- operating motor vehicles;
- operating standard office equipment;
- planning and managing projects;
- preparing and maintaining accurate records;

- reading blueprints and schematics;
- using Microsoft Office software applications and Google based platforms;
- utilizing conflict resolution techniques.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, facilitate group discussions and/or present information to others; solve practical problems; analyze situations to define issues and draw conclusions; and understand complex, multi-step written and oral instructions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- building and construction practices;
- business telephone and email etiquette;
- community resources;
- concepts of grammar, spelling, and punctuation;
- conflict resolution;
- grounds/landscaping practices;
- herbicides, pesticides and other chemicals used in grounds maintenance;
- integrated pest management;
- interviewing techniques and practices;
- job related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of organizing, scheduling, and prioritizing workloads;
- methods of training;
- modern office practices and procedures;
- personnel processes;
- proper use and maintenance of tools and power equipment used in grounds and maintenance trades;
- reading and writing communication skills;
- record keeping techniques;
- safe driving practices and methods;
- safety practices and procedures;
- school safety and security practices;
- standard methods, materials, and tools used in grounds and maintenance trades.

ABILITY is required to schedule a significant number of activities and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant.

Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- adhering to safety practices;
- analyzing situations accurately and adopting an effective course of action;
- being available on-call;
- building collaborative relationships;
- communicating with persons of diverse backgrounds;
- demonstrating excellent customer service;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- organizing tasks;
- planning, organizing, and conducting activities;

- reading, interpreting, and following rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; managing a department; providing information and/or advising others; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed with some exposure to varying atmospheric and temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Associate's degree in business administration, public administration, planning, engineering, or related field and five (5) years of maintenance and/or grounds keeping experience in a public agency with at least two (2) years in a supervisory capacity. School district experience highly preferred.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Driver License and evidence of insurability.

Obtain Forklift Operator Certificate within six (6) months of employment and maintain certification throughout employment in this classification.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
 Drug Test
 Tuberculosis Clearance

FLSA Status
 Exempt

Approval Date
 Established: 12/12/2017

Salary Grade
 Classified Management, Range 20