



Job Description

Position Title: Manager, Grounds

FLSA Status: Exempt

Salary Grade, if non-union: SG18

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible work providing leadership and implementation for the Countywide Grounds Program to ensure that school landscapes are maintained within the appropriate horticultural practices.

Essential Functions of this Job:

Instills a feeling of trust, security, and positive customer relations through the demonstration of competence and willingness to serve. Provides direction and supervision to Foremen regarding routine grounds operations and special projects. Develops and conducts training programs for grounds employees to improve the effectiveness of departmental operations, as well as, training on compliance and regulatory requirements. Maintains accurate records regarding mowing cycles and records of contractor activity. Provides budget information regarding equipment needs (including repairs), expendable supplies, fuel expenses, and horticultural chemicals. Make recommendation regarding equipment purchases and specifications. Conducts weekly inspections of completed work to ensure the highest quality is maintained. Assist in the development of specification for bid and other contracted activities such as landscape projects, mowing, tree removal and trimming, and horticultural practices to athletic turf. Coordinates activities with outside contractors to ensure that the work is completed within acceptable horticultural guidelines. Provide assistance and recommendations to Architectural Services on new construction and renovations. Assist with



new/existing landscape projects and irrigation at individual school sites. Makes recommendations related to hiring, promotion, and discipline of employees, handles customer complaints quickly and professionally.

Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of horticultural practices, including mowing requirements, athletic turf management, horticultural spray requirement, landscaping and irrigation systems. Knowledge of MS Office and other operating systems. Ability to create and maintain records. Ability to work effectively with other school board personnel and outside contractors. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements:

Graduation from accredited college or university with a Bachelor's Degree preferred and 6 years of relevant experience.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires medium work exerting to 50 lbs. of force occasionally and/or 25 lbs. of force frequently and/or 10 lbs. as needed to move objects.

Local Code: 0234
EEO5: 52
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Date Last Revised: 2019-02-26

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