



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Grounds Lead Person

QUALIFICATIONS:

- A. High School diploma or equivalent, with the ability to follow and issue oral and written directions and/or instructions.
- B. Trade School background is preferred.
- C. Five years prior grounds and/or turf maintenance with two years demonstrated supervisory responsibilities.
- D. Knowledge of the basic principles of leadership and administrative skills or demonstrated ability to learn.
- E. Knowledge of the basic principles of grounds work related to turf maintenance, athletic fields, irrigation systems, painting, welding, small equipment repair and housekeeping for custodial fill-in days.
- F. Be able to operate, or learn to operate, all types of maintenance tools, equipment and machinery related to grounds equipment.
- G. Be able to work with all types of fuels, lubricants, fertilizers and all chemicals related to grounds maintenance.
- H. Must have a valid New Jersey driver's license and insurance card. Also, must have a good driving record as demonstrated by a review of same by the Board of Education's insurance carrier.
- I. Must have a New Jersey Black Seal Boiler license or the ability and commitment to obtain one within one year. (This is necessary to fill in for custodians.)
- J. Must be flexible to change scheduled shift assignments or work overtime as required by the school district needs.
- K. Be able to perform manual tasks requiring moderate physical strength to accomplish the duties and responsibilities noted below in Section IV.
- L. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.



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M. Should have or be able to acquire within 1 year a N.J. Chemical Applicator License.

PRIMARY FUNCTION: To provide the school district with a physical plant and environment that functions smoothly and is safe, clean, attractive and pleasant. To accommodate the needs of the academic activities, sports activities, community and non-community functions as regulated by the school district administration.

REPORTS TO: Business Administrator

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Operate and care for hand tools, power tools and equipment and/or vehicles used on the job. Also, monitor the above as performed by grounds person.
- B. A majority of the time work will be required without constant supervision.
- C. Shall be required to keep written records and fill out work order forms and logs for jobs and personnel.
- D. Shall be accountable to monitor to see that the crew keeps and maintain all D.O.E. tools, equipment, machinery and vehicles safe, orderly and clean.
- E. Take directions (supervision) in a courteous manner from other department management, principals, PTA, superintendents, city officials, etc.
- F. Maintain harmonious and cooperative supervision and working relationships,
- G. Work outdoors in a variety of weather conditions during all seasons of the year.
- H. Perform and complete work assignments in a safe, efficient, and timely manner.
- I. Analyze and scope job assignments in advance for material, tool, and manpower needs.
- J. Notify proper administrators and personnel when performing work or construction that may conflict with school or other activities.
- K. When jobs or projects are left incomplete, the area should be left safe, clean and orderly. Also, the proper personnel should be advised of any concerns until the work is completed.



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- L. Shall routinely inspect grounds garage, grounds containers, field houses making sure they are neat, clean and properly equipped.
- M. Perform, delegate and monitor all grounds activities in conjunction with all facets of routine grounds keeping and all field usage.
- N. Shall coordinate weekly scheduled meetings with Grounds personnel.
- O. Shall assign work to crews.
- P. Shall obtain approval prior to making purchases in excess of \$50.00 from the Business Administrator
- Q. Perform, delegate and monitor inventory, product, equipment material requisitioning common to the industry.
- R. Perform, delegate and monitor work order submittals and follow-up.
- S. Perform, delegate and monitor work schedule and work priorities.
- T. Perform, delegate and monitor record keeping and the checking of the inspection of all equipment common to the industry.
- U. Perform, delegate and monitor the inspection of all assigned working areas common to the industry.
- V. Shall perform, delegate and monitor any other reasonable duties as assigned by the Business Administrator, Superintendent of Schools and school principals (especially safety and functional emergency situations).
- W. Work with other members of the maintenance team in developing manpower needs, material and supply needs, project plans, preventive maintenance plans, work coordination and work order processing.
- X. Participate with the Business Administrator in performing periodic and annual work performance evaluations and/or disciplinary notices.
- Y. Perform, delegate and monitor the major duties and responsibilities as described in the grounds job description.
- Z. Delegate and monitor work order and project work activity to ensure that the proper scoping and implementation is performed in a timely, efficient and effective manner.



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- AA. Participate in the recruitment and selection of new employees. Also, participate in the reassignment, transfer, demotion or dismissal of grounds personnel.
- BB. Participate in the coordination of overtime and vacation scheduling.
- CC. Fill in when absenteeism occurs.
- DD. Monitor fuel oil consumption and coordinate fuel deliveries, if applicable.
- EE. Coordinate as required with other group crews, lead personnel, supervisors, etc. to avoid conflict in work activity and timing.
- FF. Inspect all grounds on a regular basis to determine and ensure that high standards of safety, function, workmanship, cleanliness and security are maintained.
- GG. Assist the department in coordinating inspection agencies, building officials and contractors.
- HH. Insure that all grounds people know the security procedures and all fire and burglar alarm operation as applicable.

TERMS OF EMPLOYMENT: Twelve month contracted position.

EVALUATION: In accordance with board policy.

BENEFITS: Benefits are available to full time employees per the negotiated contract.

BOE Approved Date:
BOE Review Date: