

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MANAGER I, GROUNDS OPERATIONS

DEFINITION

Under the direction of the Director I, Maintenance and Operations, the Manager I, Grounds Operations supports the educational programs of the District by managing, supervising and coordinating the operations, personnel and activities of the grounds operations for the District requiring a flexible work schedule and the ability to remain on-call and work nights and weekends.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Inspect work in progress at various sites to assure proper methods are being followed and standards maintained.
2. Collaborate with site administrators and other management staff providing technical expertise and assistance and to evaluate complex projects.
3. Coordinate and oversee maintenance projects, collaborating with other trades and/or contractors to maximize efficiency and minimize conflicts with other work.
4. Evaluate, delegate and respond to emergencies, vandalism or damage during and after normal work hours.
5. Oversee assignments of grounds staff, ensuring additional and overtime hours are made in accordance with policies and procedures.
6. Evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
7. Reinforce training techniques for supervisory and lead personnel, as appropriate.
8. Perform needs assessments, feasibility planning and a variety of other research to make recommendations as appropriate.
9. Assist in the development, coordination and preparation of the annual preliminary budget for the Grounds division of the Maintenance and Operations Department.
10. Control and authorize expenditures in accordance with established limitations.
11. Participate and contribute in the District's contract and vendor bidding process.
12. Estimate labor and materials costs; evaluate new materials and supplies.
13. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
14. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
15. Respond to, evaluate and assign emergency service requests to staff.
16. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in the grounds work in a District.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; grounds materials and equipment needed to maintain a school district; appropriate safety precautions, rules, regulations and procedures; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record keeping and report preparation techniques; effective oral and written communication skills.

Ability to: Manage, lead and direct the functions and activities of a grounds department for a school district; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; train and instruct others in performance of their duties; establish and maintain records; utilize a computerized department work order system; operate a vehicle observing legal and defensive driving practices; comply with the District's customer service standards, as outlined in Board Policy.

Education: Graduation from high school or equivalent.

Experience: Five years of experience in grounds work including two years of lead or supervisory experience.

License: Valid California driver's license.