

ABM Head Grounds & Sports Field Manager

75 Acre Liberal Arts College Hiram, Ohio

\$50,000 plus benefits

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Description

SUMMARY: The Grounds Manager is the responsible for overseeing all functions of the grounds department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

The primary responsibility of the Grounds Manager is to direct daily operations related to the grounds maintenance. Essential aspects of this position include:

1. Plans, oversees and performs grounds maintenance operations. These operations include mowing, trimming, horticultural work, tree work, leaf removal, mulching, sport fields work and snow removal.
2. Monitors grounds budget for labor hours and material purchases.
3. Performs personnel reviews on all grounds employees.
4. Performs frequent grounds and sport fields inspections.
5. Plans and monitors preventive maintenance program for all grounds related equipment.
6. Conducts routine, frequent meetings with staff regarding grounds and sport fields operations, and special events.
7. Ability to operate motor vehicles, lift/move equipment, materials, supplies and tools; wear protective clothing as required by work environment or government regulations.
8. Ability to understand specifications, blueprints, manuals and schematic drawings for installation, maintenance and repair of structures and equipment.
9. Required to follow all client, and regulatory agency policies.

SUPERVISORY RESPONSIBILITIES:

Manage supervisors, crew leaders and hourly employees as well as tasks, equipment, supplies and records.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or GED and Supervisory Experience required.

LANGUAGE SKILLS:

Demonstrate ability to read and comprehend simple instructions, short correspondence, and memos, ability to write simple correspondence. Also, demonstrate ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees or the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Demonstrate ability to compute rate, ratio, and percent as well as draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Demonstrate ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid state driver's license.

Must obtain Pesticide license in turf and ornamentals

PHYSICAL DEMANDS:

The physical requirements for this job could be lifting packages up to 100 pounds. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to risk of electrical shock. The employee frequently works in high, precarious places and in outside weather conditions and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

A criminal background check, results of which are not necessarily a bar of employment, and a drug screen are required.

Grounds Supervision

- November, December and January develop monthly and annual plans for campus turf, beds, annuals, shrubs, trees, hardscapes and each athletic field
- Every Friday review & adjust weekly planners for the next three weeks based on monthly planner, weather, events, manpower scheduled and past week accomplishments
- Every Friday develop the fourth week out plan based upon monthly planner, previous three weekly planners, weather, events, manpower scheduled and past week accomplishments
- Every Friday email all user groups and departments inquiring of and confirming scheduled and unscheduled events based upon history, hearsay and personal internet research
- Every Monday email all user groups and departments inquiring of and confirming scheduled and unscheduled events based upon history, hearsay and personal media research
- Every day adjust and direct tasks based upon weather, weekly/daily planner, resources available, emails, voicemails and events of the previous 24 hours
- Every day Log in TFM work order side a journal of team tasks performed and close
- Every day in TFM WO side enter unscheduled tasks or work orders from administration uploading photos and assigning dates to complete. Close when complete.
- Every day using the TFM perform at least one inspection in one sublocation in at least one area for Campus, Athletics, Operations, Safety and Equipment.
- Every morning print and review Moment for Safety with team immediately after clocking in
- Every Thursday afternoon Review Method of the Week with team