

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Buildings & Grounds Sites and Grounds Manager  
**Department:** Buildings & Grounds  
**Reports to:** Director of Buildings & Grounds  
**Prepared Date:** June 2023

**SUMMARY OF RESPONSIBILITIES**

Plan, develop, direct, and organize Buildings and Grounds functions related, but not limited, to the maintenance, development and safety of sites and grounds including exterior facilities, hard surfaces, site drainage, landscaping, parking facilities, playgrounds, stadiums, turf areas, and synthetic turf areas. Oversee design development with district leaders, architects, and contractors for outdoor facilities and provides input regarding schedules, budgets, and priorities for such projects. Serve as the owner's liaison and provide oversight and protection for the district's interests and assets. Supervise and oversee the day to-day operations of the Maintenance Facility, the 8 personnel at the site, and the equipment at the facility. Assist the maintenance and prioritization of the Facilities Condition Index, allocation of FCI area responsibilities and Long-Term Facilities Maintenance (LTFM) implementation including hard surfaces, activity spaces, drainage and landscaping, budget preparation and monitoring, staff supervision, program evaluation and reporting, and interface of programs with other District programming.

**DUTIES AND RESPONSIBILITIES**

- Consult with school principals, building supervisors and others to develop and maintain landscaping and grounds for school sites.
- Develop and direct a program of maintenance for all equipment and vehicles assigned to Sites and Grounds.
- Supervise snow removal from all district sites.
- Supervise maintenance facility personnel.
- Assist in the preparation of bid specifications, analyzes bids, and recommends the acceptance of quotes and bids for supplies, equipment, and building (landscape) renovations.
- Assume general responsibility and supervision of grounds personnel and services of the district.
- Assist in the recruiting, screening, and assignment of full-time and seasonal grounds personnel throughout the district.
- Develop and implement staff development programs for grounds personnel.
- Prepare and monitor program priorities, recommendations, and budget.
- Ensure compliance with federal, state, and municipal laws, ordinances, and district policies regarding employment, health, and safety, etc.
- Perform other tasks and assume other responsibilities as directed by Buildings & Grounds Director.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in related field or 3 - 5 years of experience in planning, operating, and maintaining facilities and/or training in a related field, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Requires playground safety certification. Must possess a Minnesota driver's license.

## **KNOWLEDGE, SKILLS & ABILITIES**

Working knowledge of equipment and job functions of a landscaping and grounds operation.  
Knowledge of applicable codes, regulations, regulations regarding maintenance, and standard industry practices.  
Knowledge of the federal and state regulations governing the use, control, storage, and disposal of pesticides, fertilizers, insecticides, herbicides, and similar chemicals is required.  
Experience in the proper use, control, storage, and disposal of pesticides, fertilizers, insecticides, herbicides, and similar chemicals is preferred.  
Proficient in MS Office (Word, Excel and PowerPoint) and database management systems.  
Budget management, inventory control, and equipment management skills are required.  
Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.  
Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables.  
Strong written and oral communication and organizational skills.  
Strong analytical and problem-solving skills.  
Must be able to coordinate and plan multiple tasks, multitask, and prioritize work, and strong attention to detail.  
Must be able to develop, update, and monitor grounds maintenance, snow removal, and preventive maintenance plans.  
Ability to work well with diverse teams.  
Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.  
Must be able to delegate responsibilities, promote teamwork, and provide daily direction to staff.  
Ability to maintain regular attendance, which includes completing an assigned day.  
Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

## **PREFERRED QUALIFICATIONS**

Experience in landscape design, civil engineering and construction project management preferred. 3 - 5 years of supervisory experience in public safety, emergency management, or school safety preferred.  
Knowledge of landscaping, irrigation techniques, horticulture, and ornamental and turf management is preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; talk; hear; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl; and lift and/or move up to 50 pounds. The employee is occasionally required to sit; climb or balance; smell; and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; risk of electrical shock; and vibration. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate but could be loud, depending on the situation.