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| Job Title: | Sites and Grounds Manager | Terms of Employment: | 252-Day Calendar and Pay Scale |
| Location: | Liberty County School System Maintenance & Operations Department | Position Type: | Full-Time Exempt |
| Reports to: | Director of Facilities and Maintenance | Closing Date: | Position will remain open until filled. |

Position Announcement

QUALIFICATIONS:

Educational:

1. High School Diploma; successful college experience or equivalent training in a related field desired.
2. Minimum of five years progressive responsible experience in management of sites and grounds.
3. Equivalent of two years experience managing personnel as related to sites and grounds operations.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Certification/License Required: Valid Driver's License

Physical Activities:

Able to perform routine physical activities that are required to fulfill job responsibilities including:

- a) Ability to lift 40 pounds individually and move objects up to 100 pounds with assistance.
- b) Ability to climb, stoop, kneel, crouch, reach, feel, talk, hear, crawl and have depth perception.
- c) Ability to work indoors and outdoors with exposure to weather including cold, hot, wet and high humidity.

Proficient Skills:

Ability to:

- a) Follow written and oral instructions;
- b) Formulate budgets;
- c) Schedule work to be performed by assigned staff;
- d) Demonstrate sound judgment, initiative and responsibility;
- e) Demonstrate a high degree of accuracy and neatness in all work;
- f) Provide direct supervision to assigned staff and contracted workers.

Knowledge of:

- a) Landscape, lawn and turf grass materials and practices employed in Southeast Georgia;
- b) Activities required for proper care and maintenance of district sites and grounds;
- c) Laws and regulations related to personnel management;
- d) Laws and regulations related to the use of agricultural chemicals;
- e) Laws and regulations related to local, state and federal environmental issues;
- f) Proper safety procedures for self and assigned staff;
- g) Tools and equipment required for efficient completion of tasks;
- h) Irrigation systems installation and repair including controls and trouble shooting;
- i) Computerized work order system and email.

Job Goal: To establish and maintain the highest standards of school facility care and maintenance in order to provide a safe and comfortable environment for district students and staff.

RESPONSIBILITIES:

1. Maintains regular attendance and is punctual.
2. Provides staff supervision and directions at an efficiency level meeting or exceeding acceptable District standards as determined by Superintendent.
3. Helps establish and monitor quality standards for all sites and grounds owned by LCSS.
4. Maintains communications with site administrators on status of work order requests.
5. Recommends selection of materials, equipment and processes to be used by assigned staff or contractors.
6. Provides and/or assists in providing training programs for all assigned staff.
7. Establishes and/or assists to establish and monitor a safety program, including training, for all assigned staff.
8. Maintains records as required by federal, state and local regulations.
9. Assists Director of Facilities and Maintenance in daily operations of M & O Department.
10. Assists with management of districts' work order system.
11. Assists in management of reoccurring tasks including inspections, reports and surveys.
12. Provides and/or assists to provide inventory management for assigned areas of responsibility including surplus property and hazardous materials.
13. Coordinates work flow between sites and grounds staff and site administration/custodial and maintenance staff.
14. Maintains working knowledge of applicable codes, rules and statutes.
15. Attends trainings as available and appropriate to duties.
16. Moves, stores and properly disposes of surplus property.
17. Assists in implementing the district's goals and strategic plan.
18. Provides cooperative support for M & O managers including Mechanical (HVAC) Manager and Operations Manager.
19. Performs all other duties as assigned.

APPLICATION PROCEDURES: Liberty County School System application packets may be obtained on the Liberty County School System website at www.liberty.k12.ga.us or from the Personnel Office located at the address listed below:

Liberty County School System**Personnel Office****200 Bradwell Street****Hinesville, Georgia 31313**

Completed application packets may be faxed to **(912) 876-3017**.

Application packets must include the following:

- Completed Liberty County School System application;
- Signed Liberty County School System Authorization for Release of Information form;
- Two (2) letters of recommendation from previous supervisors. (Note: One of the recommendations must be from the most recent or current immediate supervisor);
- Copy of diploma(s), transcripts, certificates, and other relevant information;
- Resume/CV (optional).

**LIBERTY COUNTY SCHOOL SYSTEM DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, CREED, AGE,
NATIONAL ORIGIN, MARITAL STATUS OR ANY DESABILITY AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT.**

PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER