



GROUNDS TEAM LEAD

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Director of Operations, the Grounds Team Lead oversees personnel assigned to the Grounds Department which maintains the District's turf fields, urban forest portfolio, landscaping, and other grounds assets. This position also oversees the District's cartage needs including transportation of a wide variety of materials, furniture, and District assets between school sites. The Grounds Team Lead has extensive knowledge of all aspects of the maintenance, care, and upkeep of school fields, grounds, and landscaping.

SPECIFIC RESPONSIBILITIES

- Carries out all aspects of bus driving work.
- Supervises, trains, and controls the work of personnel assigned to ground maintenance activities to ensure achievement of established standards.
- Plans and schedules grounds maintenance work projects.
- Oversees and coordinates all Cartage requirements across the district for transportation of assets between school sites.
- Orders and purchases supplies and maintains inventory control.
- Maintain a satisfactory relationship with school administration, parents, staff and students.
- Develop a close liaison with other staff so that a team approach is developed in the operation of schools and the maintenance of grounds.
- Works from oral and/or written instruction and to established procedures.
- Loading and unloading of vehicles; moving furniture and equipment.
- Performs work related to landscaping, maintenance, construction and development of lawns, playing fields and recreational facilities.
- Cleaning up of grounds and road repair work, laying tile for drainage systems.
- Assists skilled workers such as trades staff and completes general unskilled tasks.
- Uses hand and power tools/equipment and materials associated with performing assigned duties, cleans and stores tools and equipment as required.
- May operate heavy equipment as required (with applicable ticket/certification).
- Responds to emergency situations when required.
- Assists in selection of job applicants.
- Other duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Successful completion of a Landscape Horticulturist, Arborist Technician Diploma program, or Turf Grass Management Certificate or Diploma from a recognized post-secondary institution.
- Minimum of five years (approximately 5000 hours) of recent experience as a commercial landscaping horticulturist, arborist, two years of supervisory experience.
- Be physically capable and prepared to perform all facets of grounds-keeping including working at heights from ladders and scaffolds, heavy lifting, moving of furniture and cartage, operating and maintaining equipment related to grounds-keeping, including all types of mowing equipment and machinery.
- Ability to organize and prioritize the work.
- Knowledgeable of school building security measures.
- Possess a valid B.C. Driver's License: Class 5 minimum (Note - Class 2 or 3 required for a backhoe operator certification).
- Ability to operate using protective related equipment.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Successful completion of a Landscape Horticulturist, Arborist Technician Diploma program, or Turf Grass Management Certificate or Diploma from a recognized post-secondary institution.
- Possess a valid B.C. Driver's License: Class 5 minimum.
- Grade 12 Diploma preferred.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Maintains a satisfactory relationship with school administration, parents, staff, and students.

REPORTING STRUCTURE

- Reports to the Director of Operations.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Maintenance I and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement.