



**SCHOOL GROUNDS CREW
LEADER**

Job Code: 643BOE
Bargaining Unit: 07
Effective Date: 12/15/1990

Description of Work

General Statement of Duties

Performs supervisory and manual work involving maintenance of the Saint Paul Public Schools' grounds; and performs related duties as required.

Supervision Received

Works under the general supervision of a unit supervisor.

Supervision Exercised

Exercises within a unit close supervision over assigned grounds maintenance employees.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Assigns, coordinates and reviews the work of the grounds maintenance employees.

Inspects ground sites; notes deficiencies, determines corrective measures or notifies the proper department or unit.

Conducts orientation and training related to safety, equipment and grounds maintenance.

Assists the supervisor in conducting job interviews, performance appraisals and discipline of assigned grounds maintenance personnel.

Assists the supervisor in developing policies and procedures related to grounds maintenance.

Prepares necessary reports, fills out various forms and maintains records for the unit.

Maintains inventory, purchases needed tools and equipment and issues tools and equipment to grounds maintenance employees.

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Typical Duties Performed (continued)

Responds to complaints, inquiries and requests for work related to grounds maintenance from the public, as directed by the supervisor.

Performs a full range of manual grounds maintenance work such as cutting grass landscaping, pesticide application, tree trimming, snow plowing and removal.

Knowledge, Skills and Abilities

Considerable knowledge of the practices, procedures, tools, equipment and materials used in grounds maintenance.

Working skill in the proper and safe use of hand and power tools used in grounds maintenance.

Considerable ability to supervise and organize the work of the unit.

Considerable ability to demonstrate work practices.

Working ability to communicate effectively with employees, other departments and the public.

Some ability to do manual work and to work under adverse weather conditions.

Minimum Qualifications.

Four years of experience as a School Service Worker. Must possess a valid Minnesota Class D driver's license or equivalent out-of-state driver's license, with no suspensions or revocations within the two-year period prior to the date of appointment (suspensions for parking-related offenses excluded) and a Pesticide Applicator's License issued by the State of Minnesota (the latter may be obtained any time up to the end of the probationary period, but must be maintained thereafter).