



Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Job Posting: 1958 01 25	Head of Grounds
Position Summary:	This is an important district leadership position involving responsibility for the efficient operation, proper care and upkeep of all campus grounds, athletic fields, buildings, facilities, and related equipment. Experience and education in turf management, as well as mechanical and preventative maintenance experience, is preferred. General direction is given by an administrator, with considerable leeway allowed for the exercise of independent judgment in maintaining grounds, athletic fields, buildings, facilities and equipment to approved standards. Immediate, significant supervision is exercised over groundskeeping staff.
Education/Experience Required:	<ul style="list-style-type: none"> • Graduation from high school or possession of an equivalency diploma; and • Five (5) years of full-time paid experience in grounds maintenance, one (1) year of which must have been in a supervisory or related capacity. • Should hold, or be working towards, field/turfgrass management certification.
Qualifications:	Must be approved by Niagara County Civil Service
Compensation:	Salary range \$52,000 to \$57,000 (based on experience), plus generous benefits and retirement package per personal contract.
Application Period:	January 28, 2025 through February 14, 2025 Note: Letter of interest and application material must be received by the close of the school day on February 14, 2025.
Application Procedure:	Submit the following: <ul style="list-style-type: none"> • Letter of Interest • Resume • Non-Instructional Application • Niagara County Civil Service Application *Applications can be found at www.lew-port.com
Apply to:	Lewiston-Porter Central School District Personnel Office 4061 Creek Road Youngstown, N.Y. 14174

Lewiston-Porter Central School District is an equal opportunity employer.

Lewiston-Porter Central School District
Personnel Office
 4061 Creek Road
 Youngstown NY 14174
 Ph: 716-286-7242 Fax: 716-286-7877

HEAD OF GROUNDS

Job Description

This is an important district leadership position involving responsibility for the efficient operation, proper care and upkeep of all campus grounds, athletic fields, buildings, facilities, and related equipment. Experience and education in turf management, as well as mechanical and preventative maintenance experience, is preferred. General direction is given by an administrator, with considerable leeway allowed for the exercise of independent judgment in maintaining grounds, athletic fields, buildings, facilities and equipment to approved standards. Immediate, significant supervision is exercised over groundskeeping staff. Does related work as required.

EDUCATION/EXPERIENCE REQUIRED:

- Graduation from high school or possession of an equivalency diploma; **and**
- Five (5) years of full-time paid experience in grounds maintenance, one (1) year of which must have been in a supervisory or related capacity.
- Should hold, or be working towards, field/turfgrass management certification.

TYPICAL WORK ACTIVITIES:

1. Oversees, trains, assigns, and directs employees in the maintenance, care, and upkeep of municipal grounds, athletic fields, buildings, facilities, and related equipment.
2. Prepares work schedules, job assignments, and maintenance program schedules;
3. Inspects work and consults with management regarding unusual problems;
4. Oversees and participates in the mowing, trimming, and raking of lawns and athletic fields to include trimming hedges; rolling, re-seeding and fertilizing lawns;
5. Operates and oversees the use of a variety of grounds maintenance equipment;
6. Performs and oversees preventive maintenance of a variety of grounds equipment;
7. Plants and cares for trees, shrubs and flowers;
8. Supervises and assists in snow removal, sanding, and salting activities for sidewalks, driveways, steps and building entrances;
9. Oversees and performs a variety of related grounds maintenance tasks including but not limited to: preparing grounds for sports (leading the layout, marking, and maintenance of athletic fields), keeping grounds free of litter and debris, collecting and disposing of rubbish, installing park equipment
10. Oversees and participates in the operation, maintenance, and construction of necessary equipment as assigned;
11. Directs erection of traffic signs, painting of markings on assigned roadways and parking areas;
12. May deliver equipment and supplies;
13. Maintains and prepares maintenance records and reports;
14. When assigned, may act as relief for other buildings and grounds personnel;
15. Does related work as required.

Essential entry-level knowledges, skills and abilities:

16. Thorough knowledge of grounds maintenance practices, equipment and techniques; good knowledge of maintenance practices and techniques for outside sport facilities, turf fields, and playgrounds; good knowledge of the safe operation and maintenance of manual and mechanical equipment used in grounds maintenance and snow removal;

Essential full-performance knowledges, skills and abilities:

17. Leadership and communication skills, problem solving, conflict resolution and creativity.
18. Ability to prepare and work from plans and specifications; ability to understand and carry out complex oral and written directions;
19. Ability to maintain records and prepare reports; ability to plan and supervise the work or others; ability to get along well with employees and the public; ability to train others; ability to safely lift heavy objects; ability to work safely; dependability; good judgment; willingness to perform manual tasks; physical condition commensurate with the demands of the position.