

Manager, Grounds Services

*This position opens **September 15, 2021** and closes **September 30, 2021**.*

DESCRIPTION

Under the direction of the Director of School Facilities and Operations, the Manager of Grounds Services is responsible for the leadership of Grounds Services staff, projects, special programs, and maintenance activities. The Manager of Grounds Services is responsible for the coordination and oversight of all grounds maintenance activities to ensure the highest level of customer service to all HCPSS stakeholder groups. This position is considered essential personnel for emergency events, including but not limited to, weather condition events.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

ESSENTIAL POSITION RESPONSIBILITIES

- Develops and implements annual Operating and Capital budgets.
- Develops and implements a comprehensive maintenance programming to improve the utilization of Grounds Services equipment and staffing allocations.
- Manages the allocated Grounds Services budget to ensure staffing allocations and equipment are provided on a long-term basis.
- Oversees the purchase of tools, equipment, and supplies in accordance with established purchasing procedures. Maintains a record keeping system to account for expenditures related to grounds maintenance, training, purchases, and regulatory compliance.
- Oversees the Grounds Services computerized work order system, School Dude, to monitor the efficiency of services provided to schools and buildings.
- Prioritizes and manages grounds maintenance tasks and programs in accordance with the seasonal calendar, community and staff needs, and other special requests.
- Implements programs to continually assess the condition of HCPSS school buildings, grounds, and site improvements.
- Manages and oversees the playground equipment planning, inspections, maintenance, repairs, and installation services.
- Inspects assignments completed by Grounds Services staff to ensure satisfactory work quality, efficiency in operations, methods and practices of safety, and established standards and requirements are being met and maintained.
- Consults, coordinates, and plans with internal and external HCPSS stakeholder groups and outside organizations on a wide variety of events, programs, functions, and recreational activities that require the participation of Grounds Services.
- Collaborates with the Assistant Manager of Grounds Services to develop key performance indicators for staff, professional learning opportunities, leadership development programs, and establishes annual goals for department staff.
- Establishes and maintains regular communications with all internal and external HCPSS stakeholder groups including contractors and consultants.
- Participates and prepares data for the annual Comprehensive Maintenance Program.

- Participates on committees and other groups as required.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all of the following qualifications, listed below, to be considered for the vacancy.

Education and Experience:

| Applicants must meet the criteria in ONE of the rows below. | |
|--|--|
| A high school diploma (or equivalent) | Ten (10) years in a related trade field with eight (8) years of progressive supervisory responsibility and budget management experience. |
| An associate degree in business or a related field. | Eight (8) years of progressive supervisory responsibility and budget management experience. |
| A bachelor's degree in business or a related field. | Six (6) years of progressive supervisory responsibility and budget management experience. A related graduate school degree may be substituted for two years of experience. |

Certification and License:

- Hold a current license and certification from Maryland Department of Agriculture in accordance with the Maryland Lawn Fertilizer Law and a valid Maryland Pesticide Applicators License or complete the necessary requirements to obtain one within six (6) months from date of employment and must be maintained for the duration of employment in this position.

SPECIAL REQUIREMENTS

- Possession of a Maryland Class C driver's license and satisfactory driving record.

PREFERRED REQUIREMENTS

- Experience with the construction, inspection process and maintenance of stormwater and bioretention systems.
- Experience with the construction, inspection process and maintenance of irrigation systems.
- Experience with the treatments used during winter weather events.
- Knowledge of documentation requirements for local, state and regulatory agencies to be maintained and filed in order for a program to comply with codes.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Non-Certificated Supervisory (NCS) unit. The current salary range for this position is \$100,000 - \$145,681. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval

Human Resources Business Partner

Office of Human Resources

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Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.