

Lead Worker – Facilities (UY4077) ***Operations Coordinator/Crew Lead***

Job Overview:

Under general supervision of the Manager of Campus Services, the Operations Coordinator/Crew lead develops and implements the daily schedule for the grounds crew staff, is responsible for the oversight of the maintenance of all department equipment, supplies, and tools, provides daily shift reports, and performs regular quality and safety checks. In addition, this person will be the main point-of-contact in the Grounds Shop for all new work orders and assigning priority tasks, while still spending about forty (40) percent of their time performing the standard duties/functions of a Grounds Crew Leader.

Primary Duties and Responsibilities

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Schedule tasks for all campus services team members, providing a safety plan for each task, as well as quality control standards upon completion
- Communicate daily with Campus Services Manager on current and forecasted operations
- Provide daily Quality and Safety assessments
- Responsible for maintaining and following through with all service requests made pertaining to the Campus Services department
- Oversees maintenance of all department equipment, supplies and tools
- Serves as a working lead coordinating activity of employees engaged in duties such as landscaping, cultivating lawns, pruning trees & shrubs, snow and ice removal, leaf collection, storm clean-up, as well as the maintenance of athletic fields
- Relays weekly/daily objectives to crew and communicates any grounds-related concerns to the Manager of Campus Services
- Ensures team has the necessary supplies and equipment to complete daily assignments and project work
- Monitors crew throughout the day to ensure all safety procedures are followed and productivity levels are met
- Inspects completed daily assignments to ensure conformance to campus quality standards
- Identifies problem areas on campus and report to supervisor
- Train workers in all tasks & equipment necessary to perform their jobs to campus standards
- Provide team members with recognition and encourage positive team moral and cohesiveness
- Operates University vehicles, powered equipment and heavy machinery (e.g. Backhoe, skid steer, tractors, reel mower, zero turn mower, street sweeper, scrubbers, buffalo blower, snow equipment) safely and effectively
- Provide workers with assistance in performing all grounds-related duties
- Plants, fertilizes, waters and uses herbicides and insecticides to maintain grass, flowers, trees and shrubs
- Removes snow and ice from walks and driveways; operates salt spreader and snowplow
- Cleans drainage ditches and culverts
- Install and repair irrigation systems campus wide
- Monitor and work special event activities on campus such as football games, band festivals, etc.
- Complies with all company safety and risk management policies and procedures
- Reports all accident and injuries in a timely manner
- Participates in regular safety meetings, safety training and hazard assessments
- Applies all applicable OSHA and related local safety requirements to all assigned work
- Operates and maintains University Vehicles and powered equipment such as mowers, tractors, twin-axle vehicles, snow blowers, snow plows, chain saws, backpack blower, electric clippers, sod cutters and pruning saws

- May perform other duties and responsibilities as assigned

Experience/Knowledge:

- High School diploma, GED equivalency required
- Must be able to maintain status to drive University Vehicles (qualify for and remain eligible to be on the Approved Driver List)
- Must have/obtain KY Pesticide Application License within one (1) year of hire/promotion

Skills/Aptitude:

- Mechanical & operational knowledge of all machines & tools related to groundskeeping, including small engine equipment, large grounds equipment and heavy machinery
- Knowledge of materials & methods used in the construction and maintenance of grounds as well as knowledge of horticulture
- Active listening skills by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to motivate, develop, and direct people as they work as well as identify the best people for the job
- Ability to monitor and assess performance of yourself, other individuals or organizations to make improvements or take corrective action
- Ability to provide the highest level of customer service skills to both internal and external customers
- Ability to communicate information and ideas by speaking clearly so others will understand, as well as the ability to read and understand information presented in writing
- Ability to manage one's own time and the time of others
- Possess basic computer skills, familiar with web/internet navigation, and willingness to learn and utilize new technology-based products as applicable
- Being reliable, responsible, dependable and able to fulfill obligations
- Being careful about detail and thorough in completing work tasks
- Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
- Requires a willingness to take on responsibilities and challenges, as well as a willingness to lead, take charge, and offer opinions and direction
- Ability to accept criticism and deal calmly and effectively with high stress situations
- Adhere to all University policies and regulations

Physical Requirements:

- Ability to perform physical activities that require the employee to stand, walk, use hands to grip/move objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; talk or hear and smell
- Ability to work near moving mechanical parts, being exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration
- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses
- Must be able to work some nights/weekends/holidays which will require occasional overtime
- Significant walking or other means of mobility
- Must be able to perform strenuous physical labor, which includes heavy lifting, carrying up to 40 lbs, bending, reaching, stooping, pushing and pulling

Working Conditions (may add additional conditions specific to defined work location):

- Requires long hours outside year round

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
(Employee's Name)