Job Title: **Grounds Crew Leader** **Exemption Status:** **Nonexempt**

Reports to: Grounds Supervisor **Date Revised:** August 2026

Dept./School: Grounds Building Services Mowing **Grade Pay:** MT03

Primary Purpose:
Oversee and coordinate the work of the grounds crew in maintaining clean, safe, and attractive grounds and outdoor facilities, and ensure tasks are completed efficiently, provide direction and training to crew members, and assist in performing grounds maintenance duties as needed.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Clear and valid Texas driver's license (CDL preferred)

Experience:

- Minimum of five (5) years of experience in groundskeeping, landscaping, or related field
- Minimum of five (5) years of supervisory experience
- Experience with school district programs, preferred

Special Knowledge/Skills/Abilities:

- Ability to supervise, motivate, and guide a crew to complete tasks efficiently and safely
- Skill in operating and maintaining groundskeeping tools, vehicles, and equipment, with knowledge of landscaping and horticultural practices
- Ability to plan, prioritize, and adapt work schedules while resolving issues in a timely and effective manner

Major Responsibilities and Duties:

1. Assign daily tasks, provide direction, and oversee the work of grounds crew staff to ensure safe and efficient operations.
2. Participate in and oversee landscaping tasks, including mowing, trimming, planting, watering, and pruning, to maintain clean, attractive grounds.
3. Ensure proper use, maintenance, and minor repair of tools, vehicles, and equipment used in groundskeeping.
4. Enforce safety practices and procedures to protect staff, equipment, and the public.
5. Assist in planning, prioritizing, and scheduling grounds projects and seasonal maintenance needs.
6. Provide guidance and hands-on training to grounds staff to improve skills, productivity, and teamwork.
7. Assist with overseeing crew members' completion of work assignments and decisions regarding job procedures, work standards, and machinery use.
8. Ensures safe working conditions for all job assignments and is responsible for instructing staff on the proper use of equipment and work methods.
9. Provide direct assistance to staff on special projects and crews.
10. Report all concerns and disciplinary issues to your supervisor or management.
11. Ability to fill in as "Acting Supervisor" when needed.
12. Assist in conducting interviews/hiring of staff.

Safety

13. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train technicians on the proper and safe use of equipment and chemicals.
14. Ensure that established safety procedures, including those related to lifting and climbing, are followed.
15. Ensure that tools and equipment are operated and chemicals handled according to established safety procedures.
16. Correct unsafe conditions in the work area and promptly report any that are not immediately correctable to the supervisor.
17. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

18. Ensure maintenance is completed and equipment is operating safely.
19. Recommend replacement of existing equipment when necessary.
20. Conduct regular inventory of physical equipment and supplies and maintain accurate records.
21. Order tools, equipment, and supplies as needed.

Other

22. Assist in the preparation of the department's budget.
23. Select, train, supervise, and evaluate staff, and make recommendations on assignments, retention, discipline, and dismissal.
24. Compile, maintain, and file all reports, records, and other documents as required, including keeping accurate information for payroll reporting (time cards, tardiness, and absenteeism).
25. Perform all other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the Grounds Mow Crew

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, and vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____