



**COUNTY OF YORK JOB DESCRIPTION**  
Grounds Maintenance Operations Coordinator  
Department of Public Works  
Grounds Maintenance

Human Resources Department  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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**GENERAL STATEMENT OF JOB**

Responsible for performing complex technical and supervisory work in the construction, maintenance and repair of County and School grounds and related recreational facilities. Plans, organizes and directs grounds maintenance and construction operations and functions within the Division. Schedules, monitors and reviews work and evaluates employees' performance. Ensures quality and safety regulations and standards are maintained. Work is performed under minimal supervision.

**DISTINGUISHING FEATURES OF THE POSITION**

This position is considered an essential position which requires that the individual report to work during inclement and extreme weather conditions and is integral to the facility recovery operations.

**ESSENTIAL JOB FUNCTIONS**

Manages the Grounds Capital Improvement plan and schedules and completes work as outlined; assists with the development of the Capital Improvement Plan and Operational budgets as it pertains to repairs and maintenance; tracks work performed for schools, works closely with school Principals, Athletic Directors, Coaches, and Community groups with maintenance concerns.

Plans, organizes and directs grounds maintenance and construction activities; prepares work schedules, inspects work, and ensures safety and quality standards are maintained; resolves problems as non-routine situations arise.

Responsible for interviewing employment candidates, hiring employees, handling issues pertaining to progressive discipline and evaluating employee performance.

Monitors charges and expenditures; coordinates, plans and promotes safety programs, training and certification as required by federal and/or state mandates.

Oversees and/or prepares specifications for purchasing of new equipment, tools, materials, replacement parts, etc.; approves and signs purchase orders, requests for payments, invoices and time cards.

Schedules maintenance and construction projects and tracks work orders; prepares and monitors project budgets.

## Grounds Maintenance Operations Coordinator – FY2016

Conducts studies and prepares cost estimates on projects such as the replacement of inadequate or deteriorated equipment and researches new equipment, special tools and systems to ensure maximum production and safety.

Prepares a variety of forms and reports to document work performed; responds to requests and inquiries, pesticide usage and inspections.

Establishes work standards for grounds maintenance and landscape activities and ensures adherence.

Oversees, directs and inspects landscape and grounds related work performed by county crew members and private contractors at county buildings, parks, and other designated areas such as the waterfront area in Yorktown Village, boat landings, library properties, new and existing beautification corridors.

Compiles specifications and all technical information necessary for competitive bid packages; coordinates with Central Purchasing to compile final bid package; participates in pre-bid meetings, and bid reviews after deciding the scope of work.

Works closely with individuals from other County departments, government agencies, outside contractors, community organizations, and citizens groups to coordinate construction and maintenance activities.

Assists the Superintendent in managing division operations.

### **ADDITIONAL JOB FUNCTIONS**

Coordinates with the other supervisors in the division for the use of equipment, personnel, etc.

Responds to after hour's emergency calls.

Acts as the Superintendent in that person's absence.

Performs other related work as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of construction, maintenance and repairs, and modern landscape methods and practices.

Thorough knowledge of job site safety standards and regulations.

Thorough knowledge of supervisory principles and practices.

## Grounds Maintenance Operations Coordinator – FY2016

Effective oral and written communication skills.

Ability to assign and supervise the work of others, and to evaluate performance objectively.

General knowledge of personal computers, and the ability to use word processing, database, and spreadsheet software with reasonable speed and accuracy.

### **EDUCATION AND EXPERIENCE**

Requires any combination of education and experience equivalent to a high school diploma and 4 to 6 years of closely related experience, including supervisory experience which provides the required knowledge, skills, and abilities to perform the responsibilities of the position.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires certification as a State Category 3(A, B) Pesticide Applicator.

### **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

#### **Physical Requirements:**

Must be physically able to operate a variety of machinery and equipment including backhoes, welding equipment, etc., and office equipment such as copiers, calculators, and facsimile machines, etc. Work involves lifting objects weighing between 50 and 80 pounds. There is a great deal of walking, standing, and stooping while inspecting work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of manuals, diagrams, and maps, etc. Requires the ability to prepare reports, forms, work orders, etc., conforming to rules of punctuation, grammar, diction, and style.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Grounds Maintenance Operations Coordinator – FY2016

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy motorized equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as heavy motorized equipment. Must have above average levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_