

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III – LANDSCAPING AND GROUNDS

Reference Code: A716

Division: Facilities

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to plan, organize, coordinate, and implement operations and activities related to the maintenance of Clark County School District grounds and landscaped areas. This position is directly responsible to the Director, Operations Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinate maintenance activities and ensure compliance with established guidelines, laws, codes, regulations, policies, and procedures; ensure a safe environment for students and staff.
2. Prioritize, schedule, assign, and inspect daily grounds maintenance activities and work progress to ensure accuracy, completeness, and compliance with established standards and requirements.
3. Coordinate, oversee, and participate in the design, development, and implementation of landscaping projects.
4. Coordinate development and implementation of landscaping projects; inspect work of outside contractors to ensure completeness and compliance with established specifications.
5. Coordinate communications resources and personnel to ensure proper and timely completion of grounds maintenance activities and work progress.
6. Confer with District staff and outside agencies to ensure smooth and efficient landscaping and grounds maintenance activities.
7. Coordinate response to emergency and non-emergency situations; resolve issues and conflicts related to District grounds maintenance activities.
8. Inspect District facilities for landscape construction, maintenance, and repair needs; recommend installation and modification projects; estimate equipment, material, personnel, and time requirements for designated projects.
9. Coordinate and conduct regular and periodic inventories; coordinate and confer with vendors regarding the purchase of supplies and equipment; prepare product specifications.
10. Provide technical information and assistance to the Director regarding grounds maintenance functions.
11. Assist in the formulation and development of policies, procedures, and programs; assist with the development and implementation of department goals, objectives, policies, standards, procedures, and priorities.
12. Prepare and maintain a variety of narrative and statistical reports, records, and files related to inventory, financial activity, assigned duties, and personnel.
13. Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs and exchange information.
14. Participate in the development of the annual preliminary budget for grounds maintenance activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
15. Supervise progress of work and inspect completed jobs for compliance with specifications and standards.
16. Attend and conduct a variety of meetings, as assigned.
17. Supervise and evaluate the performance of assigned staff; train employees to ensure understanding of departmental standards, requirements, and procedures.
18. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to communicate effectively both orally and in writing.
2. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
3. Ability to establish and maintain cooperative and effective working relationships with others.
4. Ability to determine appropriate action within clearly defined guidelines.
5. Ability to work independently with little direction.

6. Knowledge of practices, procedures, standards, and techniques used in landscape and grounds maintenance.
7. Knowledge of applicable codes, ordinances, requirements, regulations, and safety precautions.
8. Knowledge of proper methods, materials, tools, and terminology used in grounds maintenance and repair.
9. Knowledge of proper methods of storing equipment, materials, and supplies.
10. Knowledge of budget preparation and control.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university with coursework in landscape architecture, horticulture, or business administration or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications:

Four (4) years increasingly responsible grounds maintenance experience including one (1) year in a supervisory capacity.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.