



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Invites Applications for:

Grounds Lead Hand (temporary / possible two-year contract) 40 hours a week

An exciting opportunity exists within the Maintenance Department for a Grounds Lead Hand. As the third largest school district in B.C. and located in the Tri-Cities of Metro Vancouver, SD43 has a population of 34,000 students with approximately 4,400 teaching, administrative, managerial and support staff.

This position reports to the Manager of Maintenance and is responsible for supervising the day-to-day operation of an assigned Grounds Team.

QUALIFICATIONS INCLUDE:

- Supervises, trains, assigns, coordinates and monitors the work of assigned Grounds staff; monitors and follows up on absenteeism; implements policies as directed.
- In consultation with the Manager, assists in issuing verbal and written reprimands to assigned staff, testifies at grievance and arbitration hearings as required; assists the Manager, in the preparation of probation reports, trial reports and performance reviews.
- Supervises the day-to-day operation of a Grounds team; coordinates projects and work flow; deploys Grounds staff; assigns, manages and coordinates work of contractors; orders and arranges deliveries of materials; coordinates work with other trades/supervisors.
- Inspects school sites and maintains liaison with school principals in coordinating grounds maintenance work; ensures grounds and playground equipment is free of hazards; responds to public concerns and queries; liaises with regulatory bodies and PAC groups; maintains a positive rapport with students and staff.
- Liaises with Maintenance Coordinators in preparing and maintaining complete records on grounds maintenance; prepares cost estimates on renovations to grounds.
- Participates in preparation of the annual grounds maintenance and supplies budgets. Assumes responsibility in other areas when required in times of emergencies.
- Operates office equipment and operates grounds equipment as required.
- Keeps a detailed account of work performed for the computerized maintenance management system.
- Ensures that personnel are maintaining safe work practices. May hold regular meetings with workers to review worksite safety.

REQUIRED KNOWLEDGE AND SKILLS:

- Grade 12 plus a Residential Landscaping Technician Diploma from a recognized college/institution.
- Two years' experience in Grounds Maintenance, or four years' experience in Grounds maintenance and two years of supervisory experience.
- Must demonstrate solid ground maintenance experience including, but not limited to; turf care, drainage system maintenance, grounds projects, snow and ice, equipment maintenance, playground equipment, fences, retaining walls and other Grounds duties.
- The Grounds Lead Hand will be required to be certified as a Canadian Parks and Recreation Association (CPRA) Canadian Certified Playground Inspector and maintain certification.
- Minimum of four (4) relevant supervisory or management courses from a recognized college/institution or School District 43 Continuing Education (e.g. conflict resolution, interpersonal skills, problem-solving and decision-making, time management, communication skills, performance management and goal setting, supervisory skills, training techniques, counseling, organization behavior, labor relations, occupational health and safety, managing a diverse workforce, etc.).
- Two-years' experience in a supervisory position including:
 - Strong supervisory, interpersonal, and coaching skills;
 - Ability to foster and encourage teamwork and cooperation with all departments in the school district;
 - Good verbal and written skills;
 - Ability to communicate effectively, to establish and maintain effective relationships with employees, coworkers, supervisors, district and school administration, and contractors.
- Basic computer knowledge and related computer software.
- A valid Class 5 BC Driver's License.

This is a unionized position which offers \$36.70 per hour (40 hours per week), plus 16% in lieu of benefits.

To apply, please click on the following link and create a user account/profile.

<https://bc38.atriveerp.com/postings-coquitlam/Account/Login>

Once you have completed your profile you will have access to the job postings. Applications will be reviewed as they are received.

All applicants are advised that they must sign a release to permit a criminal review prior to confirmation of hiring. We appreciate your interest but regret that only those candidates selected for an interview will be contacted.