



## SCHOOL DISTRICT NO. 43 (COQUITLAM) Invites applications for the position of



### **Grounds Lead Hand**

**Full time - Temporary**

**Day shift (0700-1530)**

Coquitlam School District invites applications from individuals for the position of Grounds Lead Hand (Temporary). As the third largest school district in the province, we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 32,000 students with approximately 4400 teaching, administrative, managerial and support staff.

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

#### Duties include:

- Supervise, train, assign, coordinate, and monitor the work of assigned grounds staff.
- Keep a detailed account of work performed for the computerized maintenance management system.
- Inspect school sites and maintain liaison with school principals.
- Ensure grounds/playground equipment are free of hazards.
- Responds to public concerns and queries and liaises with regulatory bodies and PAC groups.
- Maintains 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.
- Participate in preparation of the annual ground's maintenance and supplies budgets.
- Ensures that personnel are maintaining safe work practices. May hold regular meetings with team to review worksite safety.
- Follow up on absenteeism and implementing policies as directed.
- In consultation with the manager, assist with probation/trial reports and any verbal or written reprimands.

#### Required Knowledge and Skills:

- Grade 12 plus a Residential Landscaping Technical Diploma from a recognized college/institution and two years' experience in Grounds Maintenance, or four years' experience in Grounds Maintenance and two years of supervisory experience.
- Must demonstrate solid grounds maintenance experience including, but not limited to; turf care, drainage systems maintenance, grounds projects, snow and ice, equipment maintenance, playground equipment, fences, retaining walls and other grounds duties.
- Will be required to be certified as a Canadian Parks and Recreation Associations (CPRA) Canadian Certified Playground Inspection and maintain certification.
- Minimum of four (4) relevant supervisory or management courses from a recognized college/institution
- Two years' experience in a supervisory position

- Basic computer knowledge and related computer software (Word processing, Spreadsheets, E-Mail, etc.).
- A valid Class 5 Driver's license.

This is a unionized position which offers \$34.66 an hour plus 16% in lieu of benefits. 40 hours a week.

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

**<https://ejp.sd43.bc.ca/postings/Account/Login>**

Once you have completed your profile you have access to the job postings.

***SD43 (Coquitlam) values diversity in the workplace and strives to honour each person's unique lived experiences. We welcome and encourage applications from candidates with varied backgrounds, cultures, races, abilities, and intersectionality."***

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