

**SCHOOL DISTRICT No. 79 (Cowichan Valley)
USW JOB DESCRIPTION**

TITLE: Grounds Leadhand
DEPARTMENT: Maintenance
REPORTS TO: Manager of Facilities or Designate

SUMMARY:

Under the direction of the Manager of Facilities or designate. Responds to calls from grounds staff and troubleshoots, remedies and liaises with the Manager of Facilities or designate. Leadhands do not have the authority to hire, discipline or discharge other employees.

DUTIES:

1. Completes all duties of a Groundsperson, job description #09.
2. Carries a district cell phone for communicating with Grounds staff and Manager of Facilities.
3. Drives a District supplied vehicle.
4. Liaises with the Manager of Facilities regarding potential resolutions to Grounds department.
5. Provides support to Grounds staff by delivering emergent equipment and supplies.
6. Provides training and mentorship to Grounds staff including orientation on the safe and efficient operation and use of all grounds equipment and supplies.

Qualifications:

- Grade 12 education or academic equivalent.
- Valid B.C. Class 3 Driver's License, or higher, and clear driver's abstract
- Minimum two years related experience.
- Physically capable of performing all job duties.