

**Greenville Woodworkers Guild, Inc.**  
**Position Description**

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<b><u>Title:</u></b>	Facility Grounds Manager	PDE No.: 21
		Revision: 2
		Date Adopted: Aug 13, 2012
		Resolution: 2012-33

**General Responsibilities:**

The Facility Grounds Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the maintenance and enhancement of landscaping, plantings, drainage, irrigation, parking areas, retention pond and other exterior features (“Grounds”) at the Guild Education Center facility. The Facility Grounds Manager will insure that all grounds structures and features comply with applicable building, zoning and safety codes and regulations. He/she will insure that all structures and features are installed and maintained so as to provide a safe environment for facility users.

**Authorization:**

The Facility Grounds Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The Facility Grounds Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The Facility Grounds Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets. The Facility Grounds Manager may appoint such assistants as may be necessary to assist with the duties of the Facility Grounds Manager. Any such assistants serve at the pleasure of the Facility Grounds Manager.

**Specific Duties and Responsibilities:**

The Facility Grounds Manager’s responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of members and volunteers so as to achieve the following.

- Develop and implement schedules and programs for routine maintenance of the Grounds at the Guild Education Center.
- Monitor Grounds facilities and features to identify needed repairs and maintenance. Arrange for the necessary work to be done.
- Develop proposals for enhancements and additions to Grounds facilities and features. Submit such proposals to the Education Center Superintendent for approval.
- Solicit and evaluate proposals from vendors for Grounds related goods and services to be purchased. Negotiate contracts for such purchases. Recommend such purchases to the Education Center Superintendent for approval. Monitor/supervise the delivery of such goods and services and compliance with negotiated contracts.
- Purchase supplies, equipment and tools necessary to perform assigned responsibilities.
- Maintain grounds equipment and tools.
- Perform any other actions necessary to achieve and maintain a safe, attractive and functional Grounds environment at the Education Center Facility.