

# Procedures for Assigning Maintenance Personnel

The following procedures will be followed by all supervisors when assigning tasks to maintenance staff.

## **Maintenance Personnel Assignment Procedures**

Tasks will be divided into broad categories corresponding to the three divisions (Buildings, Grounds, and Athletic Fields) within the Buildings and Grounds Department. Employees are assigned tasks in correspondence to the level of competency of the task to be completed. Tasks will be assigned by supervisors using a computerized work order system (MicroMain) in the majority of cases, but may also be given in writing or verbally if the situation requires.

Full-time staff will be issued and trained to use a smart phone to receive, process, and complete work orders. Assignments are issued at the beginning of the work day (7am) to staff. Once tasks are completed, staff is required to check MicroMain on their mobile phone to complete additional tasks that have been issued to them for that working day.

### Buildings Supervisor

The Building Supervisor will assign tasks in correlation to job description to appropriate staff which include lighting/electrical, HVAC, plumbing, cleaning, etc.

### Grounds Supervisor

The Grounds Supervisor will assign tasks in correlation to job description to appropriate staff which includes grounds pruning/arboriculture, playgrounds/sport courts, fencing, exterior water features, litter/trash, etc.

### Sports Field Manager

The Sports Field Manager will assign tasks in correlation to job description to appropriate staff which include mowing, ball field grooming, lining fields, erecting/moving goals, over-seeding, aerating, top dressing, etc.

### Supervisors Assignments to Night Maintenance

All three supervisors, at their discretion, may assign additional tasks to Night Maintenance aside from the regular duties in their job description.