



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

GROUNDS MAINTENANCE SUPERVISOR

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, organize and direct grounds maintenance and gardening activities involved in the beautification of District grounds and landscaped areas; inspect grounds and landscaped areas to determine, and coordinate projects and activities in response to grounds maintenance, gardening and landscaping needs; train and evaluate the performance of assigned personnel; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Organize and direct grounds maintenance and gardening activities involved in the beautification of District grounds and landscaped areas.
- Coordinate activities to assure grounds are maintained in a safe and clean condition.
- Establish and maintain grounds maintenance time lines and priorities.
- Assure related activities comply with established laws, codes, regulations, policies and procedures.
- Coordinate communications, projects and personnel to meet District grounds maintenance needs; plan, develop and implement landscaping and grounds maintenance projects.
- Inspect grounds and landscaped areas to determine grounds maintenance, gardening and landscaping needs.
- Inspect completed projects for accuracy, completeness and compliance with established requirements.
- Train and evaluate the performance of assigned staff.
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Develop schedules, assign duties and review work to assure compliance with established standards and procedures.
- Review sites with grounds crew and provide training in grounds maintenance standards and techniques.
- Supervise the mowing, edging, trimming and watering of lawns, fields and other turf grounds.
- Assure proper preparation and fertilization of soil.
- Direct personnel and activities to assure turf grounds are developed and maintained according to established quality standards.
- Organize and direct the planting, cultivation, pruning, fertilization and irrigation of flowers, trees, grass and shrubs.
- Coordinate response to District grounds maintenance needs, requests and work orders.
- Estimate labor, material and equipment needed for grounds maintenance projects and activities.
- Prepare and develop project plans, cost estimates and specifications.
- Monitor inventory levels of materials and equipment.
- Order, receive and maintain adequate inventory levels of materials and equipment.
- Organize, direct and provide training to staff concerning the operation a variety of equipment such as mowers, edgers, backhoes, tractors, blowers, sprayers, trimmers, power shears, chainsaws, grinders, trenchers, chippers and line markers.
- Drive a vehicle to conduct work.
- Utilize a computer and assigned software.
- Serve as a liaison and coordinate communications between grounds maintenance staff, administrators and school sites.
- Confer with staff and administrators regarding grounds maintenance, gardening and landscaping needs, inspections and projects.
- Review school sites with principals.

- Inspect District grounds areas and playgrounds to identify safety issues and hazards.
- Report safety issues and hazards to appropriate personnel.
- Implement and follow up on corrective actions to assure proper and timely resolution of issues and hazards.
- Develop and implement irrigation schedules; supervise the operation and maintenance of irrigation systems.
- Direct and participate in the installation, repair and maintenance of District irrigation systems and related parts, components and equipment.
- Adjust system settings according to weather conditions and District needs.
- Organize, direct and participate in the application of pest control methods to eradicate weeds and other pests according to established procedures as needed.
- Inspect shrubs, trees and turf areas for pest problems.
- Recommend appropriate chemicals for pest control.
- Supervise general grounds cleanup functions including the raking of leaves, sweeping of litter from walks and driveways, emptying of waste receptacles and picking up of paper, trash and debris.
- Research prices for parts, materials and equipment.
- Review and authorize expenditures according to established limitations.
- Assist with budget development and preparation for grounds maintenance functions.
- Organize and direct the preparation of athletic fields and other facilities for sporting activities and special events.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues and concerns.
- Prepare and maintain various records and reports related to inspections, safety, budgets, clerical use, personnel, equipment, work orders and assigned activities.
- Develop and implement asphalt, concrete, deferred maintenance and various other special projects for the District.
- Attend and participate in various meetings as assigned.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, techniques, supplies, materials and equipment utilized in facilities and grounds maintenance landscaping, and beautification.
- Procedures, practices and techniques required to repair and maintain a variety of grounds equipment.
- Sprinkling and irrigation systems, landscaping, common trees and shrubs, as well as symptoms of plant diseases and pest infestation.
- Common fertilizers, insecticides and herbicides.
- Principles, methods and techniques of organization and supervision.
- Safe working methods and procedures.

ABILITY TO:

- Supervise and coordinate grounds maintenance personnel and perform technical grounds maintenance tasks.
- Maintain and prepare needed records and reports.
- Skillfully and effectively operate a variety of grounds maintenance equipment and tools.
- Plan preventive maintenance programs and activities.
- Perform moderately heavy manual activities.
- Interpret blueprints, landscape plans, drawings, schematics and other technical publications.
- Perform cost analyses and estimate time and materials costs of projects.
- Understand and carry out oral and written directions.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree supplemented by training or course work in organization, supervision, turf and landscape maintenance and the use of common fertilizers, insecticides, and herbicides.

EXPERIENCE:

Five years of experience in grounds maintenance or related work, preferably including one year in lead or supervisory capacity.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of the possession of a valid California Motor Vehicle Operator's License.
- Possession of a license to apply insecticides and herbicides may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions

- Will exert 75 to 100 pounds of force to lift, carry, push, pull, or otherwise move objects.
- May involve ascending and descending ladders, stairs, scaffolding, and ramps, moving in and out of vehicles and equipment and will involve walking or standing for extended periods.
- Perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to chemicals used in pest control and weed abatement.
Working around and with machinery having moving parts.
Working on ladders.
Exposure to fumes, dust, odors, oil, grease and gases.

Revision Date: 1/1/2022