

## **GROUNDS MAINTENANCE SUPERVISOR**

### **DEFINITION**

Under direction, to plan, coordinate, supervise, schedule and lead the district grounds maintenance program and personnel; to inspect, review, and evaluate the district grounds maintenance program and activities; to provide technical input regarding new, complex or unusual grounds maintenance situations; to determine priorities for assigned crews and equipment; to order supplies and to do other related work as required.

### **ESSENTIAL DUTIES**

- Establish priorities, organize, schedule, coordinate, supervise and participate in the grounds maintenance operation
- Inspect and review district grounds and landscaped areas to ensure against safety hazards and improper maintenance.
- Evaluate the grounds and landscaped areas and determine pruning, irrigation, and fertilization needs, as well as weed, insect and pest control activities.
- Assist with the design and layout of sprinkling systems, athletic fields and other grounds modifications.
- Assist in the planning, organization and conduct of orientation and in-service training activities for grounds maintenance personnel.
- Plan, schedule and coordinate the long-range grounds maintenance programs.
- Supervise and evaluate the grounds maintenance personnel.
- Serve as a liaison to community groups using district grounds areas.
- Coordinate with district personnel and others regarding landscaping and grounds construction projects, playground equipment installation, fencing and fence repair projects.
- Serve as a liaison to vendors and contractors providing grounds related services to the district.
- Assist in the budget planning and expenditure control process.
- Identify, requisition and order grounds maintenance supplies, materials, and equipment.
- Review work orders and major projects, plans and aid in the coordination of manpower resources and material allocations.
- Maintain a variety of records pertaining to the grounds maintenance activities.
- May perform highly technical and skilled grounds related functions.
- May operate a variety of grounds equipment.
- Establish schedules for ongoing preventive maintenance and replacement of equipment.
- Drive a service vehicle to and from work sites.

### **QUALIFICATIONS**

#### **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;

**PHYSICAL DEMANDS**

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

- Persons performing service in this position classification will exert 75 to 100 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work 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.
- Perceiving 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.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

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

**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.

**License Requirement:** 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.

**Condition of Employment:** Insurability by the District's liability insurance carrier.