

GROUNDS SUPERVISOR GR-7

BASIC FUNCTION

To supervise daily grounds maintenance operations; to coordinate and supervise special projects; and to perform a full range of grounds work.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan and supervise all daily District grounds maintenance operations.
- Supervise the daily work of two to three full-time grounds maintenance staff, as well as temporary seasonal help. Train new employees. Plan and issue daily work assignments. Monitor work in progress; check completed work. Plan staffing needs and work schedules. Prepare payroll information.
- Monitor grounds operations expenditures and ensure that budget guidelines are met.
- Plan, schedule, supervise, and assist with year-round and seasonal grounds functions, including:
 - summer grounds maintenance: lawn mowing and fertilizing; tree/shrubbery pruning; planting grass, trees, shrubs, flowers, etc;
 - winter grounds maintenance: snow and ice removal, salting and sanding;
 - athletic field preparation and maintenance;
 - playground equipment maintenance and repair;
 - basic construction tasks: ditch digging, pouring cement, laying tar and asphalt, fence installation, stonewall repair, and the like;
 - other seasonal tasks, such as raking leaves, sweeping and removing sand, erosion control, and so forth;
 - trash pick up and removal;
 - furniture moving;
 - indoor winter work, such as ceiling tile, stair tread and window replacement; hardware repair; and the like;
 - special work orders (deliveries, pick-ups, set-up/tear-down of special events, and the like);
- Supervise/carry out heavy equipment operation related to grounds activities (plows, small backhoe, dump truck, etc.)
- Conduct daily preventive maintenance checks on grounds machinery.
- Regularly inspect playground equipment, and ensure necessary repairs.
- Confer regularly with immediate supervisor, other B&G staff, and other District personnel/offices to plan and coordinate activities, exchange information, resolve problems, and the like.
- Ensure that all applicable work safety and security procedures are followed.
- Supervise/carry out the maintenance and repair of tools and equipment.
- Order and maintain an inventory of materials and equipment.
- Deal regularly with outside vendors regarding equipment and supply purchase, equipment rentals, and the like.
- Prepare administrative reports on grounds operations as required.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Moderate supervision is received from the Director of Property Services.

SUPERVISION EXERCISED

Functional and partial administrative supervision of approximately 2 to 3 full time employees, as well as temporary seasonal help.

MINIMUM QUALIFICATIONS

High school education, plus 4 to 5 years of relevant grounds maintenance experience, with some formal training in forestry, horticulture, landscaping desirable, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of technical knowledge and skills related to commercial/institutional grounds maintenance, including landscaping, heavy equipment operation, excavation, erosion control, basic construction, small engine repair, etc.
- Good basic reading, writing, math, administrative, and supervisory skills.
- Physical ability to do heavy grounds work.
- Ability to work cooperatively with a variety of District personnel, as well as outside vendors and contractors.

.....
This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.