

GROUNDS SUPERVISOR

JOB SUMMARY

The Grounds Supervisor plans, schedules, coordinates, and supervises District-wide grounds and landscape operations; implements the District's grounds program for facility upkeep; takes appropriate measures to maintain attractive grounds and protect against deterioration and erosion of grounds; ensures the availability of required grounds equipment, tools and supplies; maintains facilities for outside events and recreational activities; identifies grounds maintenance needs; ensures assignments are completed in a safe, proper and timely manner; and directs assigned grounds workers.

REPRESENTATIVE DUTIES

This classification description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Grounds Supervisor may perform any combination of the following:

- Coordinates site grounds maintenance services with principals, other administrators and site staff as appropriate to ensure the required levels of services are provided within the scope of the assigned functions.
- Designs plans, prepares specifications, and calculates cost estimates to implement grounds maintenance, repair and improvement projects in accordance with the District's short and long-term plans.
- Inspects grounds to design, organize and schedule needed upkeep and maintenance and repairs, and monitors grounds operations at District sites.
- Manages a program of grounds equipment maintenance and supplies procurement to ensure the availability of required supplies, machines, equipment and tools in a safe operating condition.
- Participates in various activities such as staff meetings, training sessions, and professional organizations to receive and convey information relating to assigned duties.
- Prepares required documentation such as schedules, cost and labor estimates, work orders, plans and specifications, and accident reports to ensure effective and efficient delivery of services and compliance with established rules and regulations.
- Recommends policies, procedures and actions to achieve program goals and improve delivery of services.
- Responds to emergencies relating to site grounds such as fallen limbs and flooding to determine and implement appropriate action to resolve the situation.
- Oversees grounds department activities such as grounds improvement and upkeep projects, including resod and aeration of fields, power washing of sidewalks, and sweeping of parking lots, to ensure that work is being performed in a safe and efficient manner and that the grounds program provides a sanitary, safe and attractive environment.
- Interviews, selects, schedules, trains, coaches, supervises, disciplines and evaluates assigned staff to ensure appropriate coverage of grounds assignments.
- Researches, interprets and applies a wide variety of rules and regulations such as health, safety, education code, bargaining unit agreements, and professional standards, integrated pest management program, to ensure that grounds services are provided in accordance with established standards.

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- Manages the District's Integrated Pest Management Program including ensuring that appropriate staff maintains required licensing and that program components are in compliance with applicable laws and standards.
- Manages the District's water reclamation and storm runoff prevention programs to control water expenses and ensure compliance with applicable codes and laws.
- Transports various items such as tools, equipment, and supplies to ensure the availability of materials required at school and other District sites.
- Assists other staff members with special projects or to address special circumstances to ensure required tasks are completed as needed.
- Plans, organizes and presents training programs to develop skills of grounds maintenance staff and to present new techniques and equipment in the grounds field.
- Supports the Director of Maintenance, Operations and Transportation by providing input and making recommendations related to items such as budget allocations, staffing requirements, and operational priorities to assist the Director with the responsibility of maintaining facilities and grounds in a safe, cost-efficient and functional condition.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices related to maintaining school grounds and athletic fields
- Equipment utilized in grounds work
- Pertinent codes, policies, regulations and laws including water reclamation and storm runoff provisions
- Basic personnel practices including performance management
- Safety practices and procedures related to grounds work
- Health standards and hazards related to grounds work
- Basic math

ABILITY TO:

- Administer personnel policies and practices
- Train, coach, supervise, evaluate and discipline assigned staff
- Read, interpret, and apply pertinent codes, rules, and bargaining unit agreements
- Analyze situations to define issues, determine appropriate course of action and implement a plan to achieve desired outcomes
- Plan, organize and schedule activities, meetings and events
- Gather and collate information and prepare supporting documentation and reports
- Supervise the use of funds
- Operate standard equipment related to grounds work as well as standard office equipment including pertinent software applications
- Work with a significant diversity of individuals and groups in a wide variety of circumstances
- Understand organizational objectives and develop methods to support those objectives
- Complete assigned tasks thoroughly, accurately and with attention to detail

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- Communicate clearly and effectively, orally and in writing
- Understand and follow written and oral instructions
- Work under time constraints to meet deadlines and schedules
- Work under limited supervision

EDUCATION AND EXPERIENCE

Requires a minimum of three years of journey-level grounds maintenance work experience including one year of experience in a supervisory or lead capacity.

DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the day-to-day supervision of programs for maintaining clean and attractive exterior grounds, including responsibility for the District's integrated pest management program. The incumbent of this position provides direct supervision to the grounds, equipment, and irrigation staff. The scope and complexity of the job requires coordination of activities at multiple locations. The majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff or with outside contractors for specialized equipment and services. The position is subject to on-call response to emergencies relating to incidents on school property such as broken pipes and storm damage.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

This assignment requires the ability to travel to and from school sites and other work locations to perform assigned duties on a regular basis. The position is subject to on call availability in organizing responses to emergency situations (e.g., exterior flooding, storm damage, and other unplanned events requiring attention in order not to disrupt the education process or for health and safety concerns).The

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usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Lifting at waist height or carrying up to 50 pounds up to 10 feet, squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally	Lifting at waist height or carrying up to 10 pounds, standing, walking
Frequently	Fingering/fine manipulation, sitting

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers and emergencies; communicate with others in person and on the telephone; vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work may be conducted near hazardous equipment/machinery; walking on uneven surfaces such as fields; exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage; occasional need to work at heights.

FLSA STATUS

Nonexempt

SALARY RANGE

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