

GROUNDS/OPERATIONS SUPERVISOR**DEFINITION:**

Under supervision of the Manager of Maintenance and Operations, provide primary contact, work assignment and supervision of the grounds maintenance and landscaping program, direct the grounds staff in technical and administrative aspects, evaluate the level of the grounds and landscaping effectiveness, and assist in the management of Maintenance and Operations as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate, supervise, and participate in the gardening, grounds and operations maintenance program.
- Assist management in setting priorities for the districtwide grounds maintenance program.
- Assign, schedule, supervise and direct the work of employees performing a variety of grounds maintenance functions, assuring compliance with work specifications and timelines.
- Identify, requisition, and order grounds maintenance supplies materials, and equipment.
- Establish schedules for ongoing preventative maintenance and replacement of equipment.
- Oversee the District's pesticide and herbicide application program.
- Assist with the design and layout of sprinkling systems, athletic fields, and other grounds modifications.
- Inspect and review District grounds and landscaped areas to ensure against safety hazards, and improper maintenance.
- Inspect school sites regularly to insure accomplishment of grounds maintenance objectives.
- Assist in developing and managing the annual grounds maintenance budget.
- Participate in the decisions involving the recommendation of employment, promotion, demotion, transfer, retention, recognition, discipline, dismissal of grounds personnel, including substitutes and seasonal work staff.
- Supervise and evaluate grounds maintenance personnel.
- Assist in planning, developing and conducting of orientation and in-service training programs for all grounds maintenance personnel, and organize, train, and supervise the substitute grounds maintenance staff.
- Confer with site administrators and supervisors to evaluate grounds maintenance and make recommendations regarding grounds staffing and workloads, and to discuss special problems regarding maintenance of the grounds.
- Respond to concerns by school staffs and the public regarding environment issues related to grounds maintenance.
- Operate equipment as necessary and train ground staff in the proper methods, materials and equipment with economy and safety.
- Provide oversight for user maintenance of vehicles and equipment, oversee and manage the automotive repair facility.
- Give technical advice and information to other personnel on maintenance and operations matters as needed.
- Assist in the review of new construction plans and prepare recommendations as to maintenance and operations implications.
- Oversee and manage the District after hours security patrol effort.
- Coordinate and provide assistance to special events within the District.
- Maintain records and prepare reports as required.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Methods, materials and equipment used in facilities and ground maintenance, and landscaping, including soil preparation, planting, cultivating and caring of lawns, flowers, shrubs, trees and plants; requirements for maintaining grounds and equipment in a safe, clean and orderly condition; care and use of fertilizers and insecticides; athletic field layout, irrigation systems; general industry safety practices and standards within the grounds trade; grounds maintenance work schedules; and principles of effective personnel management and supervision.

Ability to:

Plan, organize, supervise, direct and evaluate the work of grounds maintenance personnel, and perform technical grounds maintenance tasks; maintain and monitor work schedules; assume leadership of grounds maintenance crews; train grounds maintenance personnel; interpret landscaping plans and sketches; keep records, prepare reports, and administer a preventive maintenance program; estimate job costs, perform necessary math functions, and apply control procedures within the scope of projects; use computer software including word processing and spreadsheets; follow written and oral directions; communicate effectively both orally and in writing; use sound judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships.

Experience:

Three years of experience in grounds maintenance work which has provided the applicant with the knowledge and abilities listed above. Experience in lead or supervisory positions desired.

Education:

Graduation from high school.

Physical Performance Requirements:

Must be able to visit and inspect grounds and the work of grounds maintenance personnel, and should be able to climb ladders, stoop and/or walk in the performance of routine facilities inspections. Frequent lifting and maneuvering of up to 50 to 60 pounds, with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent standing or walking much of the time with some twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses:

Possession of a valid and appropriate California Driver's License.
State Operator's License for Lift Trucks.

Board Approved: February 8, 2005