



**Grounds Supervisor
The Pingry School
12-month Exempt Position**

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 students, of whom 49% are people of color. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

Position Summary

Pingry is seeking a working Grounds Supervisor to maintain the exterior facilities of our Basking Ridge and Short Hills campuses. The successful candidate will supervise a staff of seven: five in Basking Ridge and two at our Short Hills facility. This is a ‘hands on’ position. The Grounds Supervisor will be expected to assist when needed. The Grounds Supervisor will report to the Director of Facilities.

Key Responsibilities

The Grounds Supervisor is responsible for the overall aesthetics and safety of our campuses. Regular working hours are from 7:30 am to 4 pm, Monday through Friday. Occasional activities such as social events, snow removal, weather conditions, or Athletics scheduling will require attendance outside of normal working hours and these demands must be satisfied as part of the job duties.

As part of the Grounds team, the Grounds Supervisor will lead, assist, and coordinate:

- Regular lawn cutting and trimming of athletics fields and all lawn areas at both campuses.
- Monitoring the quality of the lawns/fields and address issues by fertilizing, watering, aerating, or performing periodic maintenance as warranted.
- Grooming, weeding, planting, and maintaining the general landscaping surrounding buildings and campus-wide.
- Care and maintenance of the synthetic turf fields.
- Maintaining tennis courts and all Athletics fields.
- Painting lines on fields and setting goals or other athletics equipment.
- Directing as well as participating in snow removal and salting. Both campuses must be accessible in a timely fashion after an inclement weather event. The Grounds Supervisor will ensure that the lots, driveways, entryways, and sidewalks are clean.
- Traffic control when needed.
- Coordinate and supervise outside vendors pertaining to grounds projects.
- Regularly inspect pathways, sidewalks, pavers, and asphalt. Repair as needed.

Basking Ridge Campus, Upper and Middle School
131 Martinsville Road, Basking Ridge, NJ 07920
phone 908-647-5555

Short Hills Campus, Lower School
50 Country Day Drive, Short Hills, NJ 07078
phone 973-379-4550



PINGRY

EXCELLENCE & HONOR

- Evaluate landscaping equipment and perform regular scheduled maintenance.
- Arrange regular training for Grounds employees to ensure a safe work environment and promote appropriate grounds-keeping procedures.
- Event coordination.

Preferred Skills and Experience

- At least 10-year's previous landscaping experience with a minimum of 5 years in a supervisory role.
- Working knowledge of operation and maintenance of mechanical equipment used for grounds-keeping care, including tractors, lawn mowers, backpack blowers, weed trimmers, chainsaws, golf carts, UTV's, and fertilizer spreaders. Familiarity with backhoe and trenching equipment operation a plus.
- In-depth knowledge of grasses, plants, flowers, shrubs, and trees.
- Current New Jersey Driver's License.
- Valid NJ Pesticide Application License or willingness to take proper accreditation if needed.
- Ability to walk, stand, or crouch for long periods while performing various job duties associated with landscaping during the course of a regular day. Ability to lift 50 lbs.
- Positive work attitude and creative eye towards landscaping.

Pingry offers a competitive salary and benefits including vacation, retirement, and medical coverage.

Interested candidates should email a cover letter and resume to Michael Waelz, Director of Facilities at mwaelz@pingry.org.