



Supervisor of Grounds

*(formerly Grounds Foreperson -
reclassified into a management position)*

Initial Date: October 22, 1997
Personnel Commission: May 16, 2012
Board Approval: March 20, 2012
**Revision/Reclassification:
July 1, 2022**
Range: MHELA Salary Schedule
Reports to: Director of Facilities

GENERAL DESCRIPTION:

This position requires skill in organizing, planning, scheduling, supervising, and evaluating the work of groundskeepers. This position follows standard policies and procedures and requires the ability to exercise caution and care in the performance of assigned duties. This position performs technical skilled tasks, especially those involving the most complex grounds and repair functions, supervising and organizing teams to ensure grounds throughout the district are well maintained.

REPRESENTATIVE DUTIES:

- Responsible for overseeing and instructing grounds personnel including but not limited to; assigning, scheduling, proper methods and procedures, monitoring and ensuring timely completion of tasks
- Works with Director with short and long term organizing and planning of projects
- Maintains inventory control, orders parts and supplies and assists with maintaining the department budget
- Oversees grounds maintenance and landscaping work for all facilities in the district
- Oversees and performs sprinkler, controller and irrigation work including programming to ensure that all landscaping is appropriately irrigated
- Oversees the maintenance of all the playing fields and grounds in the district, ensuring that the fields meet quality standards for recreational and competitive sports
- Oversees the cleaning and maintenance of drainage areas including but not limited to; cleaning gutters, roofs and drains
- Organizes groundskeeping calendar to ensure the preparation and application of herbicides and pesticides including but not limited to; pest infestation and weed control
- Operates and performs maintenance on tools and equipment
- Oversees and may performs loading and hauling including but not limited to equipment and grounds supplies
- Oversees the cleaning and maintenance of facilities including but not limited to; sweeping, power washing and picking up debris
- Performs watering audits including but not limited to; water distribution, watering schedules and setting and adjusting irrigation; based on audits, responds accordingly to ensure appropriate watering is occurring
- Via regular walk through audits, identifies and reports safety, sanitary, security and fire incidents, hazards, and other matters to appropriate personnel
- Prepares work completion reports and prepares reports of hazards, incidents, and other matters
- Supervises and evaluates groundskeeping staff in the performance of their duties, including monitoring attendance; completes bi-annual performance evaluation of each groundsperson
- Performs weekly inspections of work trucks, trailers, and grounds equipment
- Supervises and schedules outside vendors (tree, lawn and weed control, and well pump)
- Performs related duties similar to the above in scope and functions, as required

KNOWLEDGE AND ABILITIES:

- Ability to plan and direct the work of others and manage and control multiple facilities operations

- Ability to plan and coordinate work and to estimate labor and material costs
- Knowledge and ability to maintain all necessary grounds files and operate district computer system and computerized irrigation system
- Ability to develop and implement proper schedules for maintaining planted areas, including fertilizing, pest control and pruning
- Knowledge of methods and supplies used in planting, cultivating and maintaining landscaping including common plant and insect disease controls and the use of fertilizers and insecticides
- Ability to repair and clean sprinkler systems
- Ability to work effectively and safely around children and exercise good judgment and due caution in the performance of assigned duties
- Knowledge of safety principles related to grounds maintenance and equipment including safe use and storage of all chemicals, fertilizers, and insecticides
- Knowledge of safe operation and usage of tools, equipment, appropriate facility safety, and other codes as they pertain to the grounds maintenance functions of the District
- Ability to establish and maintain effective work relationships
- Ability to learn advanced landscaping methods and practices
- Perform heavy manual labor to meet the physical requirements necessary to perform assigned duties
- Knowledge of purchase order process, change orders and credits for costs tracking
- Working knowledge of well water distribution and operation
- Knowledge of proper operation of backhoe, trencher, and multi-sized lawn mowers and powered tool and equipment

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Five (5) years of experience as a groundskeeper or landscaper

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California driver's license
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Indoors and outdoors; temperature-normal climate, occasional adverse weather conditions

PHYSICAL DEMANDS:

- Moderate to high stress level
- Moderate to strenuous physical effort for extended periods of time including lifting up to 60 pounds, standing, sitting and/or walking for extended periods, reaching overhead, above the shoulders and horizontally, bending at the waist, kneeling, crouching, pushing, pulling twisting, turning, climbing ladders, working from heights
- Dexterity of hand and fingers to operate tools and equipment
- Seeing to perform duties, hearing, speaking, and reading to exchange information & Working with and around equipment with moving parts

HAZARDS:

- Chemical exposure-herbicides, pesticides, gasoline, oil, solvents. Occasional exposure to dust, fumes, gasses, odors, blood borne pathogens and feces
- Exposure to noise and vibrations

EMPLOYMENT STANDARDS: Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.