

Grounds Supervisor

Purpose Statement

The job of Grounds Supervisor is done for the purpose/s of supervising grounds maintenance services at all district sites; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

The person in this position will actively and regularly perform all duties associated with groundskeeping on site as well as provide training, coordination, and oversight to other groundskeepers working across the district.

This job reports to the Operations Manager.

Essential Functions

- Develops daily, weekly, monthly schedule of work tasks and projects to be completed for all twelve months of the year for the purpose of ensuring district staff resources are utilized effectively.
- Develops training, safety, and procedural protocols for the purpose of ensuring consistent and safe practice among groundskeeping staff.
- Instructs staff on appropriate use of seed, fertilizer, and other grounds supplies for the purpose of ensuring consistent application and well-maintained facilities.
- Monitors grounds (e.g. athletic fields, artificial turf, mowing, building landscaping, parking lots, sidewalks, etc.) for the purpose of evaluating the needs for effective maintenance of district grounds.
- Participates in snow removal activities as needed for the purpose of ensuring facilities are ready for use.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Supervises (e.g. identifying daily schedule and assigning tasks, etc.) daily tasks of groundskeeping staff for the purpose of providing support and ensuring efficient and timely maintenance of grounds.
- Supervises a variety of landscaping materials (e.g. lawns, shrubs, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Supervises grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, paint fields, paint parking lot striping, etc.) for the purpose of providing adequate, attractive and safe building areas.
- Supervises the maintainemce of playground equipment for the purpose of ensuring the availability of equipment in safe operating condition in compliance with established guidelines.
- Trains new groundskeeping, seasonal, and summer staff on appropriate use of equipment and safety procedures for the purpose of ensuring consistent and safe use of district resources.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

- Works closely with Operations Manager for the purpose of determining work priorities and planning work activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors, string trimmers, mowers, hand and power tools, etc.; adhering to safety practices; assembling and/or repairing playground equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants, shrubs, lawns, etc.; safety practices and procedures; health standards and hazards; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; working under time constraints; communicating with diverse groups; setting priorities; working with detailed information/data; working with frequent interruptions; and working some evenings and weekends. Interpret and prepare construction documents for grounds related projects including specifications and bid documents.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 40% walking, and 35% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area preferred.

Equivalency Five years' experience.

Required Testing

Functional Capacity Assessment

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance