

**27J SCHOOLS  
EXEMPT POSITION JOB DESCRIPTION**

**Job Title:** Supervisor, Grounds  
**Date Prepared or Last Modified:** November 3, 2017, Reviewed December 2020  
**Work Year:** 12 months  
**Department:** Facilities  
**Reports To:** Director of Facilities

**SUMMARY** Provides supervision, direction, leadership, coaching, teaching, mentoring, and craft-specific technical guidance to grounds keeping crews. Manage the maintenance of all landscape related elements. Respond to afterhours emergencies and snow removal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 15% Supervise and manage the maintenance of all district landscaping elements, including but not limited to; irrigation systems, trees, shrubs, playgrounds, athletic fields, asphalt, concrete, roofs, fences, and signage.
- D 15% Select, train, supervise, discipline and evaluate grounds personnel. Prioritize, estimate, schedule, assign, delegate and coordinate work for grounds employees. Monitor work practices to ensure safety practices are being followed.
- D 2% Support other departments by identifying and supervising routine maintenance.
- W 5% Oversee the preparation of athletic fields for scheduled events, including painting, mowing, striping, and layout.
- W 5% Plan, schedule and coordinate move requests and special event set-up.
- W 17% Meet and confer with administrators and contractors regarding exterior maintenance related projects.
- M 10% Supervise, oversee and coordinate preventative maintenance and inspection program for grounds, including playground equipment, asphalt, and concrete. Ensure timely correction of any deficiencies. Provide training to staff to perform inspections properly.
- W 15% Prepare specifications for contract work, manage bid process, procure contracted work, and manage relations with contractors. Monitor and coordinate grounds related capital projects and any grounds related special projects.
- M 1% Operate, inspect and perform maintenance on all grounds maintenance equipment. Ensure timely correction of any repairs.
- W 10% Consult with design team in developing plans for the district landscaping for renovations and new buildings.
- 1% Assist supervisor in estimation and preparation of budget, evaluate equipment and supplies, and recommend equipment purchase or replacement. Provide input on district capital expenditures.
- A 2% Supervise, oversee and schedule snow removal from parking, pedestrian and play areas when necessary, utilizing loaders, plows, shovels, tractors, etc. May assist in large equipment operation in emergency situations.
- A 1% Evaluate and develop traffic control plans for school campuses, as needed.
- A 1% Stay abreast of pertinent laws, codes, regulations, etc., and ensure that the district programs are in compliance (e.g., OSHA, EPA, etc.)
- Ongoing 1% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to*

*enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** High school diploma or equivalent and certification as a landscape industry technician.

**EXPERIENCE** Five years of experience in grounds maintenance and a minimum of two years' supervisory experience with a staff of 5 or more.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Demonstrated proficiency in Excel, Word and Outlook. Communication, interpersonal, writing, basic math, basic budgeting, basic accounting, customer service, supervisory, and negotiating skills. Knowledge of building and grounds maintenance and related laws, codes, and regulations. Operating knowledge of and experience with general office equipment. Ability to demonstrate proficiency in areas of certification. Problem solving and supervisory skills. Knowledge of landscape installation and maintenance. Ability to manage multiple tasks and priorities. Ability to comply with Maintenance On-Call Policy. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions. Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

**CERTIFICATES, LICENSES, & REGISTRATIONS** Valid Colorado driver's license required. Criminal background check required for hire. Certification as a landscape industry certified technician. National Playground Institute (Playground Inspection Certification) required within 12 months of entering the position and pesticide applicator qualified supervisor certification within 3 months of hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY** Directly supervises employees in Grounds Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems. Acts as a resource for department and district staff regarding grounds and playground issues.

**JUDGMENT AND DECISION MAKING** Work is self-directed and based on the needs of individuals throughout the district; special projects may be assigned by Facilities Manager. Requires analysis and application of grounds knowledge and experience to problem solve issues, make recommendations, and implement solutions; to supervise staff; to ensure safety of district grounds; to ensure proper training; and to monitor the budget. Decision making is guided by federal, state, and district laws, procedures, and codes; health and safety standards; and negotiated agreements. Decision making requires collaboration with grounds staff; teachers; principals; community members; and administration. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES:** Duties require training in all facets of landscaping and grounds; supervisory skills; safe operation of trucks, trailers, power tools, hand tools and landscape construction equipment; budgeting; operating knowledge of computers; federal, state, and district laws and procedures; negotiated agreements. .

**SAFETY TO SELF AND OTHERS** Low exposure to self to repetitive motion injuries due to keyboarding; to bruises, cuts, chemical burns, heat burns, fractured bones, loss of limb, loss of sight, disfigurement, or fatality due to exposure to machinery, tools, vehicles, and/or chemicals related to the grounds, and/or to hernia due to lifting.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.