

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: GROUNDS SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, organize and direct supervise District-wide grounds maintenance activities, heavy equipment operation and tree trimming; prioritize, schedule and assign grounds maintenance work; train, supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize and direct supervise District-wide grounds maintenance activities, heavy equipment operation and tree trimming; prioritize, schedule and assign grounds maintenance work; participate in the development and implementation of departmental policies and procedures; drive a vehicle to inspect completed work and work in progress.

Review, evaluate and make recommendations for new landscaping, removal and replacement of trees, shrubs and turf.

Receive and review incoming job orders; plan, organize, prioritize and schedule grounds maintenance and special projects; estimate cost of materials and labor according to established procedures.

Research, evaluate and confer with vendors for the purchase of nursery stock, trees, shrubs, turf, supplies, materials and equipment; order supplies and materials according to established procedures.

Prepare and maintain records and reports of department operations and activities such as attendance, time sheets, inventory and other related documentation as directed.

Maintain and inventory small engines and hand operated equipment; monitor equipment for replacement in collaboration with grounds workers and small engine mechanics.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods of propagation, cultivation, pruning, and caring for plants, flowers, trees, shrubs and turf.  
Landscape design.  
Methods of preparing soil for planting.  
Plant diseases and pests and eradication.  
Proper uses and applications of various fertilizers.  
Herbicides and other chemicals used in grounds maintenance.  
Methods, equipment and materials used in gardening and groundskeeping work.  
Oral and written communication skills.  
Principles and practices of supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, coordinate and supervise District-wide grounds maintenance, heavy equipment operation and tree trimming activities.  
Interpret landscape blueprints.  
Plan, organize and schedule groundskeeping activities and personnel.  
Operate hand and power tools and other equipment used in grounds maintenance.  
Train and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare records and reports related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent. Supplemental college-level coursework in general education, business administration, landscape maintenance or related field is desired.

Experience: Three years of increasingly responsible grounds experience, including one year in a lead capacity.

Any combination of training and/or experience that would likely provide the required knowledge or abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.  
Seasonal heat and cold or adverse weather conditions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to read landscape blueprints.  
Sitting or standing for extended periods of time.  
Walking over rough or uneven surfaces.  
Dexterity of hands and fingers to operate specialized equipment.