

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Grounds and Custodial Supervisor

Classification: Classified Supervisory

FLSA: Exempt

Reports to: Department Administrator

Range: Classified Supervisory Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by trade school or college level courses in ornamental horticulture and landscape design and four years of experience as a skilled gardener, including two years of supervisory responsibility for grounds maintenance. Experience in maintaining safe and healthy buildings and grounds.

SUMMARY

Plans, coordinates, directs and assists with the district's grounds and building maintenance program.

SPECIFIC RESPONSIBILITIES

1. Supervises grounds staff and custodial staff by determining workloads and schedules; develops, interprets and implements policies and procedures; evaluates staff and makes hiring and termination recommendations; and ensures that staff are trained in complex grounds and custodial activities and are following standard operating procedures. Supervises, assists, and trains gardeners in the planting, cultivating, propagating, pruning, transplanting and care of trees, shrubs, hedges, flowers, lawns and various other ground cover.
2. Maintain safe and healthy work practices.
3. Maintain clean and safe buildings and grounds.
4. Prioritize and schedule grounds work and custodial work with appropriate staff, tools, and equipment. Such plans and schedules include new planting and routine grounds care and watering.
5. Maintain a consistent and positive relationship with site administrators.
6. Provide material and equipment necessary in the completion of assigned employee tasks.
7. Plans, coordinates, and sets priorities for grounds and custodial activities of the district. Supervises and assists in pest and weed control work.
8. Prepares specification and cost estimates for grounds/construction projects and supervises their inspection. Submits plans for the installation of lawns, trees, shrubs, and sprinkling systems.
9. Recommends projects budget, equipment, material and personnel requirements.
10. May coordinate and assist with all emergency grounds and custodial situations as they may occur.
11. Oversees inventory of department tools, vehicles and equipment. Supervises or does repairs to gardening and grounds equipment such as mowers, edger's, sprinklers and sprinkling systems.
12. Confer with the Director of Operational Services regarding the grounds and cleaning of school properties.
13. Assigns duties to employees and inspect work areas to assure standards of performance and safety are maintained.
14. Maintain a variety of records and reports; assist with grounds and custodial duties as necessary.
15. Assist in the preparation of the grounds budget and custodial budget for equipment and supplies; perform a variety of general office and clerical tasks such as filing and preparing correspondence.
16. Answer alarms for security, fire, etc.
17. Maintain grounds and custodial warehouse, fill orders, delivers supplies and maintain inventory.
18. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Recommend and carry out a centralized program of grounds maintenance;
Schedule, coordinate, assign, and supervise work of gardeners and helpers;
Keeps records of supplies and equipment;
Perform skilled gardening and grounds keeping work;
Follow oral and written instructions;
Work cooperatively with others;
Order supplies and materials;
Repair and maintain grounds mechanical equipment;
Learn and follow district policies and procedures.

Knowledge of:

- Proper installation of sprinkling system.
- Approved methods of planting.
- Propagating, pruning, and caring for hedges, ornamental trees, shrubs, lawns and flowers.
- Gardening materials, tools, equipment – proper use and care.
- Plant diseases and insect pests, and the approved methods and materials used in controlling and eradicating them.
- Plants adapted to the climate of the area.
- Various types of soil in the area, and the fertilizers to be used.
- Record keeping.
- Care and repair of grounds equipment.
- Landscape design and ornamental horticulture.
- Modern cleaning methods including basic methods of cleaning and preserving floors, blackboards, carpets, furniture, walls and fixtures.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Health and safety regulations.
- Supervision and evaluation of personnel.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

PHYSICAL ABILITIES

Requires the ability to stand for extended periods of time, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds.

Requires the ability to push, pull, and guide materials over 75 pounds.

Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis.

Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information.

Requires auditory ability to hear machinery sounds and alarms.

Requires near and far visual acuity to read printed materials and observe grounds objects.

Requires speaking ability to carry on ordinary conversations.

Requires the ability to work in extreme temperature conditions.

This position is exempt from the overtime provisions of the Education Code.
(See Sections 45128 and f45130).