



JOB DESCRIPTION

Position Code: 658
Bargaining Group: SJSA
Salary Range: A-29
Work Calendar: 01
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POSITION TITLE: Supervisor Grounds Operations and Maintenance

DEFINITION: Under general direction, incumbent(s) in the class may be assigned responsibilities in one or both of the following areas: (1) grounds maintenance, repair and minor construction of sprinkler systems, fences, gates and grounds structures, pavement and drainage systems, and the operation of heavy equipment; and/or (2) district-wide gardening activities including mowing, landscaping, and daily operations and activities of gardeners; and performs related duties as assigned.

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Plans, schedules, assigns, and supervises the work of employees involved in gardening activities including mowing and/or the work of employees involved in installation, alteration, and repair of sprinkler systems and the operation of heavy equipment including tractors, motor graders, earth moving equipment, trenchers and trucks;
2. develops plans for landscaping, planting and maintaining school grounds;
3. prepares landscape designs;
4. supervises design, installation, alteration and repair of sprinkler systems, grading for drainage systems to ensure proper slopes and water removal, and concrete asphalt paving including forms, pouring and finishing;
5. schedules and supervises the work of heavy equipment used in the paving and repair of parking lots, playgrounds and walkways; inspects work performed to ensure quality control;
6. may directly supervise work in progress;
7. works with others to plan, schedule and prioritize work;
8. prepares labor and material cost estimates;
9. establishes and maintains preventive maintenance plans and schedules;
10. requisitions supplies, tools, and equipment;
11. assists in budget development and is responsible for expenditure of assigned budget;
12. evaluates subordinates;
13. responds to emergency calls and takes appropriate action to protect life and preserve property.

QUALIFICATIONS:

Education and Experience:

Responsible skilled experience in gardens and grounds maintenance work including experience in a supervisory position.

Licenses and Certifications:

- Possession of, or willingness and ability to obtain a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license.

Knowledge, Skills, and Abilities:

- Knowledge of all phases of grounds maintenance, including sprinkler installation and repair, operation of heavy equipment, and the use of concrete and asphalt paving materials;

- Knowledge of methods and principles of work planning and scheduling;
- Knowledge of building codes, fire and health and safety standards;
- Ability to read and interpret architectural drawings and blueprints;
- Knowledge of methods of propagating, cultivating, pruning, and care of plants appropriate for school grounds;
- Knowledge of use and capabilities of hand and power-driven grounds keeping equipment;
- Ability to plan, organize, and supervise the work of several crews working at various locations;
- Ability to develop and maintain record keeping systems and to prepare reports;
- Ability to maintain effective working relationships with the public and other school personnel.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved Title Change: 1/24/78

Revised/Title Change: 3/24/81

Revised: 4/19/95 (License Only)