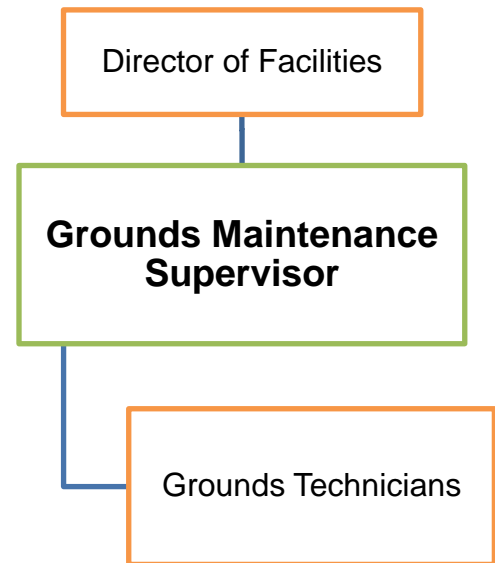


GROUNDS MAINTENANCE SUPERVISOR

Job Title:	Grounds Maintenance Supervisor
Initial:	January 8, 2008
Revised:	August 10, 2017
Work Year:	261 days
Office:	Operations
Department:	Facilities
Reports To:	Director of Facilities
FLSA Status:	Exempt
Pay Range:	Professional/Technical Salary Schedule 2

Related Organization Chart

POSITION SUMMARY: The Grounds Maintenance Supervisor is responsible for planning, organizing, coordinating, and directing all activities of a multiple landscaping and grounds maintenance unit. The Grounds Maintenance Supervisor provides direction to crew leaders who have crews reporting to them and is responsible for beginning to end completion of landscaping projects and maintenance while also overseeing related work as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Prioritizes and coordinates project specifications required per job site; supervises and delegates tasks including work orders to personnel under charge.
- Processes paper work and writes reports as needed.
- Receives and critically reviews facilities and property maintenance and repair work orders, preliminary plans, and proposals to determine feasibility/advisability.
- Discusses property maintenance and repair projects with requesting schools, private contractors (when applicable), and district supervisory and managerial officials.
- Continually prioritizes work schedule and shifts assets and equipment to meet the demands of unexpected situations.
- Inspects status/progress of on-going projects or any relevant special concerns.
- Interacts with private consultants and contractors, as needed and inspects and monitors contractual work for compliance with plans and specifications.
- Ensures adherence to prescribed pesticide and herbicide application schedules and established district policies

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

and standards.

- Establishes a functional mowing schedule, both natural and turf, which works effectively with stripping, aeration, fertilization, and athletic schedules.
- Monitors vehicles and equipment to ensure that the proper maintenance and /or repairs are reported and then corrected.
- Provides training for the safe operation of vehicles and /or equipment.
- Coordinates and assigns the sweeping, striping, seal coat, overlay, and crack repair of the asphalt parking lots.
- Coordinates the repair and /or replacement of concrete sidewalks, curbing, and drain pans.
- Prioritizes, coordinates and supervises a variety of schedules involving grounds maintenance (e.g., field marking, fertilization, aeration, top dressing, overseeding and sports schedules).
- Assigns inspections and maintenance on playgrounds structures and surface material to remain in compliance with state and local code application.
- Performs weather related maintenance on district property to provide safe access to school property during inclement weather. (Snow removal, site reports, sanding or chemical melt application and sweeping)
- Monitors school sites to determine when the snow removal process needs to take place. Communicates the start times and priorities of snow removal with the crews.
- Provides training to employees on how to operate snow removal equipment in a safe and efficient manner. This is accomplished through instructional videos and hands on training.
- Conducts routine reviews with Facilities Administration in charge.
- Performs annual evaluations on all grounds maintenance technicians which fall under this category, including a review of those evaluations with the Facilities Administration in charge.
- Responds to after hour emergencies and remedies the situation/concern.
- Other duties as assigned.

Supervision & Technical Responsibilities: Directly supervises all grounds maintenance employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; and appraising performance.

Budget Responsibility: This position has no direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- High School Diploma or GED required
- Vocational/technical training in equipment, irrigation systems and design and maintenance; or an equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities to perform the essential job functions.

Experience:

- Over 5 years of progressively skilled experience in property maintenance work
- Demonstrating leadership qualities and ability to fulfill the physical and dexterity requirement of the work

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills. Ability to perform, track, and provide the current status of multiple simultaneous tasks. Ability to keep sensitive information confidential

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Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Back Flow Protection Assembly tester certification required within three months of employment.
- Playground Certified Inspector certification required within three months of employment.
- Valid Driver's License required.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to walk, sit, and use hands to finger, handle, and feel. The employee is occasionally required to stand, stoop, kneel, crouch, crawl, and lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high places; fumes or airborne particles; outdoor weather conditions; extreme cold; extreme heat; risk of electrical shock vibration. The noise level in the work environment is usually moderate to high.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.