



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Grounds Maintenance Supervisor</b>
<b>REPORTS TO:</b>	Director of Facilities
<b>CLASSIFICATION:</b>	Classified
<b>SALARY SCHEDULE:</b>	18.5
<b>WORK - YEAR / HOURS:</b>	12 months
<b>LOCATION:</b>	District
<b>BOARD APPROVAL:</b>	November 5, 1997

### DEFINITION

Under direction, to plan, organize and supervise the maintenance and improvement of District grounds, including athletic fields, lawns, landscaped areas, and paved outdoor areas; to participate in annual budget development, and provide and account for materials, equipment and supplies; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a single position classification with full supervisory responsibility for grounds maintenance work at all District sites.

### EXAMPLES OF DUTIES

- Plans, organizes and supervises the work of grounds workers responsibility for the maintenance and improvement of District grounds;
- Prioritizes and assigns grounds work, schedules employee work shifts, overtime, vacation, sick leave coverage and related, and reviews and approves time sheets;
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards;
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, and prepares documentation and recommends discipline and improvement plans for deficiencies;
- Coordinates with the maintenance manager, site administrators, athletic directors, and others regarding grounds and field maintenance and development needs; inspects all grounds areas to identify safety issues, horticultural problems, and needed work;
- Evaluates, establishes and balances assigned workload areas;
- Develops grounds-work procedures and standards to ensure safety and aesthetics of District grounds;
- Evaluates and selects grounds-keeping materials, supplies, tools and equipment; coordinates with equipment shop for the repair and major maintenance of equipment;
- Designs landscaping for new projects, and plans and oversees installation of new athletic fields, irrigation systems, and related grounds projects;
- Prepares the District grounds keeping budget including planning for equipment needs and

landscape projects; reviews and recommends use of vendors for tree removal, and payment of vendor claims;

- Conducts or coordinates and arranges safety meetings for all District maintenance staff;
- Coordinates the use of District grounds by outside groups, including scheduling, notification of requirements, and verifying insurance;
- Oversees the mixing and safe application of pesticides, and maintains required records.
- May participate in groundskeeping work as needed.

## **QUALIFICATIONS**

### Knowledge of:

Principles and practices of supervision including work planning, direction, and personnel practices. Methods, materials, tools and equipment involved in groundskeeping and irrigation systems.

Basic practices and procedures of budgeting.

Safety and safe working practices for groundwork work including equipment operation and pesticide and fertilizer application.

### Skill in:

Planning, organizing, scheduling, assigning and reviewing the work of others.

Training, instructing, appraising and counseling employees.

Maintaining records and preparing reports pertaining to the work of the group.

Evaluating and developing procedures, standards, and methods for grounds maintenance work.

Establishing and maintaining effective working relationships with staff, managers, and vendors and suppliers.

Preparing and monitoring budgets, and establishing and monitoring contracts for services and supplies.

Exercising independent judgement and decision-making.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school, supplemented by two years of college level coursework in horticulture including coursework in plant identification, soils, and nutrients, and three years of responsible experience in grounds maintenance work, including at least one year in a lead or supervisory capacity.

## **PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Vision sufficient to inspect grounds conditions, and prepare and review diagrams and paperwork.
- Walking, bending, stooping, kneeling and climbing to inspect work.
- Speech and hearing sufficient to provide information, discuss needed work, and provide instructions and training.
- Motor skills to operate District vehicles.

## **OTHER REQUIREMENTS**

Must possess a valid California driver's license and have a satisfactory driving record; must possess a valid California pesticide applicator's license.