

GROUNDS SUPERVISOR

BASIC PURPOSE OF THE JOB CLASSIFICATION

To supervise and coordinate the grounds keeping operations and activities at all District schools and facilities; to supervise, train, and oversee the grounds crew in the grounds keeping projects at various District sites; to perform a variety of specialized or highly skilled grounds, gardening and maintenance duties in the upkeep of school sites and/or District facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Employees in this classification exercise responsibility for supervising, training, and assigning work to grounds staff throughout the District.

REPORTS TO

Director of Maintenance and Operations

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following information is descriptive and is not restrictive as to duties required)*

- Provides supervision, training, and work direction for grounds staff throughout the District.
- Reviews and inspects work for accuracy and compliance with established work standards and procedures.
- Provides input for cost estimates related to grounds and landscape development and maintenance projects, including time, labor, parts, supplies and equipment.
- Researches, obtain bids and order new equipment, supplies and parts.
- Maintains an inventory of supplies for grounds keeping work.
- Maintains accurate logs and records for personnel, training, equipment, preventative maintenance, safety, and pesticide spraying.
- Develops and conducts training programs for new and existing staff.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

- Maintains water management systems, including MAXI-com and irrigation clocks.
- Maintains a turf management program, including mowing, fertilizing, aerating, spraying, and watering.
- Performs routine preventative maintenance to include oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment.
- Makes repairs and adjustments to pumps and grounds related plumbing equipment
- Installs, repairs and/or maintains grounds related electrical receptacles, switches, controls and lighting systems.
- Performs general carpentry and cement work in the alteration, repair, and maintenance of grounds, including fencing and playground apparatus.
- Conducts work distribution studies and prepares oral and written reports or findings.
- Participates in the interview and selection process for grounds staff.
- Meets with sale representatives and evaluates new materials, equipment, and products.
- Confers with other supervisory staff and personnel regarding grounds activities and problems.
- Determines the methods, materials, and procedures to be used in general grounds keeping and gardening projects.
- Inspects assigned facility and grounds for vandalism, damages, and sanitary and safety hazards, reporting hazards to an appropriate authority and preparing work orders for major repairs as needed.
- Handles special assignments as assigned by Director of Maintenance, Custodial, and Grounds.
- Participates in the development of the District's contingency plans and provides emergency support as needed.

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TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use hand and power tools, including saws, electric drills, pipe threaders, joiners, commercial lawnmowers, tractors, and weed eaters.

TYPICAL WORKING CONDITIONS

Work is performed in a variety of District facilities both inside and outside and in various types of weather; exposure to controlled and hazardous substances, pesticides, and other chemicals; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of :

- Grounds keeping and gardening methods and practices.
- Methods, equipment, materials, and supplies used in the care and maintenance of grounds.
- Safe use and application of fertilizer, pesticides, and herbicides for pest and weed control purposes.
- Scheduling and planning methods for grounds staff.
- Work direction and training techniques.
- Safe use and operation of a variety of tools and equipment used in gardening, repair, and grounds maintenance work.

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DESIRABLE QUALIFICATIONS (continued)

Ability to:

- Organize, supervise, train, evaluate, and assign the work of grounds staff.
- Prioritize and develop work schedules for multi-locations, ensuring proper completion of work within established time lines.
- Safely use and apply fertilizers, pesticides, herbicides, and chemical agents.
- Recognize and locate conditions which require maintenance and repair work.
- Use and care for tools.
- Perform skilled work in various grounds keeping activities, including sprinkler systems design and computerized water management techniques.

- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Read, interpret, and maintain blueprints and “as-built” sketches.
- Diagnose grounds keeping problems and take appropriate action to resolve problems.
- Establish and maintain cooperative working relationships with contractors, school officials, and others.
- Effectively communicate both orally and in writing.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four years of work experience in performing grounds keeping and maintenance work in industry or commercial organizations, including one year of supervising or providing lead direction for other staff.

Special Requirements:

Possession of a valid and appropriate California Driver’s License.

Ability to obtain a Certified Applicators License.

Ability to obtain a MAXI-Com Users Certificate.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**