

## **Grounds Supervisor**

### **Purpose Statement**

The job of Grounds Supervisor is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to Operations Manager

### **Essential Functions**

- Maintains playground equipment for the purpose of ensuring the availability of equipment in safe operating condition in compliance with established guidelines.
- Maintains job related grounds keeping equipment (e.g. salt trucks, snow removal, etc.) for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Monitors grounds (e.g. athletic fields, artificial turf, building landscaping, etc.) for the purpose of maintenance of school/district grounds.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Plants a variety of landscaping materials (e.g. lawns, shrubs, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint striping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Supervises (e.g. identifying daily schedule and assigning tasks, etc.) for the purpose of providing efficient and timely improvement and maintenance of grounds.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors, string trimmers, mowers, hand and power tools, etc.; adhering to safety practices; assembling and/or repairing playground equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants, shrubs, lawns, etc.; safety practices and procedures; health standards and hazards; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; working under time constraints; communicating with diverse groups; setting priorities; working with detailed information/data; working with frequent interruptions; and working some evenings and weekends.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 60% walking, and 35% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** college degree in turf management or five years' experience.

**Required Testing**

Functional Capacity Assessment

**Certificates and Licenses**

Driver's License & Evidence of Insurability□

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**