

JOB TITLE: GROUNDS MAINTENANCE SUPERVISOR

BASIC FUNCTION

Under direction, to plan, schedule, coordinate and supervise grounds maintenance personnel; to inspect, review and evaluate the grounds maintenance operational functions and activities; maintenance of school facilities and offices; to provide input concerning complex or unusual grounds maintenance activities; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Establishes priorities, organizes, schedules, coordinates, supervises and participates in the work functions of the grounds maintenance operation.
- Inspects grounds and landscaped areas, and District facilities to ensure against safety hazards and improper preventative maintenance.
- Evaluates the grounds and landscaped areas and determines pruning, irrigation, fertilization needs, and weed, insect and pest control activities.
- Reviews the design and layout of sprinkling and irrigation systems.
- Performs orientation and in-service training functions for ground maintenance personnel.
- May develop landscape designs and plans for review and approval.
- Coordinates and supervises sprinkler and irrigation system installation and maintenance functions.
- Plans, schedules, and coordinates the long-range ground maintenance programs.
- Prepares evaluation reports of grounds maintenance personnel performance.
- Serves as a liaison to community groups in the scheduling and use of District ground facilities.
- Participates in the oversight and implementation of the district's safety activities.
- Oversees the chemical/hazardous waste and district pesticide programs.
- Oversees the inspection of playground equipment and recommends necessary repairs or changes.
- Plans, organizes and coordinates the maintenance of grounds equipment.
- Confers with District, site personnel and others regarding grounds construction projects, such as concrete and asphalt paving projects, playground equipment installation, fencing and fence repair projects.
- Confers with District and site personnel and others regarding grounds maintenance, repair and construction projects, and serves as a liaison to vendors and contractors providing service to the District.
- Determines, requisitions, and orders necessary ground maintenance supply, material and equipment needs.
- Maintains a variety of records pertaining to grounds maintenance activities.
- Drives a service vehicle to and from work sites.

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate the variety of tools and equipment utilized in the performance of duties including various types of power equipment.
- Assist with the design and planning of grounds and facilities.
- Organize, instruct and assess the work of assigned grounds personnel.
- Operate a computer.

Knowledge of:

- Methods, techniques, supplies, materials and equipment utilized in school facility grounds maintenance landscaping and beautification.
- Safety procedures and activities.
- Care and management of large turf areas.

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- Procedures, practices and techniques required for the maintenance and repair of a variety of grounds operation equipment.
- Sprinkling and irrigation systems, landscape design, common trees, shrubs and plants, and the symptoms of plant disease.
- Use, care and disposal of common fertilizers, insecticides and herbicides.
- Principles of organization and supervision.

Ability to:

- Lead grounds maintenance personnel and perform technical grounds maintenance tasks.
- Skillfully and effectively operate a variety of grounds maintenance equipment and tools.
- Perform heavy manual activities.
- Establish and maintain positive and effective working relationships.
- Work courteously and tactfully with co-workers, public and parents.
- Promotes team building and a positive work environment.
- Adapt easily to work assignments, additional priorities and new procedures.
- Receive constructive criticism and modify work appropriately.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to superior as appropriate.
- Skillfully handle difficult situations using good judgment.
- Maintain high level of professionalism in keeping the needs of customers a top priority.
- Understand and carry out oral and written directions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve reaching, bending, stooping, walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, dusty or windy conditions caused by weather may occasionally be experienced as well as exposure to pollen and toxic chemicals.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of experience in school custodial and grounds maintenance work, including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of an Associates of Arts Degree in a related area, including or supplemented by coursework or training in organization and supervision, of personnel, landscaping, irrigation, turf management, and grounds maintenance, or other related areas.

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LICENSE AND/OR CERTIFICATE REQUIREMENT

- Structural Pesticide Field Representative License.
- Agricultural Department Qualified Applicants License.
- California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier.
- Must receive asbestos awareness training within the first 60 days of employment.
- May receive additional ACBM training if the employee works in an area in which asbestos building materials may be disturbed.
- Participate in added training for required certification as needed.