

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Supervisor, Grounds and Landscape Services**

**Salary Grade: 31**

**Salary Schedule: Classified Management**

**Department/Site: Grounds and Landscape**

**Reports to/Evaluated by: Manager, Grounds and Landscape**

**FLSA: Exempt**

### **SUMMARY**

This position plans, organizes, supervises, assigns, and evaluates the work of staff responsible for grounds and landscape maintenance. It also ensures the visual appearance, utility, and safety of grounds, play, and sports fields.

### **DISTINGUISHING CAREER FEATURES**

The Supervisor of Grounds and Landscape Services is a first-line supervisor, focusing on day-to-day leadership and performance management. Advancement requires the ability to assume full supervisory duties, train and assign work teams to optimize resource use, implement safety programs, administer budgets, and meet deadlines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, prioritizes, assigns, supervises, and reviews the work of staff providing grounds and landscape maintenance.
- Participates in short- and long-range project planning and prepares, implements, and monitors work plans.
- Monitors performance and costs against goals and budgets.
- Participates in the selection, training, and performance management of staff, including disciplinary procedures.
- Recommends and assists in implementing goals and objectives.
- Establishes schedules and methods for providing services and implements policies and procedures.
- Participates in budget preparation and administration and monitors expenditures.
- Supervises and monitors equipment maintenance and requisitions supplies.
- Recommends equipment acquisition or disposal.
- Prepares and maintains records and reports related to work orders, schedules, budget control, equipment, and pesticide/herbicide use.
- May serve as the District's Certified Playground Inspector.
- Oversees construction and inspects new and existing structures.

- Ensures the safe and proper use of pesticides, herbicides, and fertilizers and verifies staff maintain required education.
- Assists in implementing a program for the pickup, storage, and securing of hazardous wastes and other materials requiring special handling.
- Performs other duties to support the position's objectives.

## **QUALIFICATIONS**

- **Knowledge and Skills:** Requires considerable knowledge of garden, landscape, and grounds maintenance methods, including horticulture, turf maintenance, weed and pest control, and irrigation systems; in-depth knowledge of rules and regulations governing pesticide, fungicide, and herbicide use; skill in using hand and garden tools and operating light and medium duty equipment; working knowledge of grounds and landscaping equipment maintenance and repair; thorough knowledge of safety practices; working knowledge of budget preparation and administration; knowledge of supervision, training, and performance evaluation principles; basic knowledge of pertinent codes and regulations; skill in organizing work and building effective teams; working knowledge of safety and environmental health programs; math skills for cost estimates and budget evaluation; and human relations skills to organize and motivate a team and interact with customers.
- **Abilities:** Ability to carry out accountabilities; train and supervise subordinates; organize and sequence projects and tasks; issue and follow instructions and maintain records and reports; develop and project budget needs and oversee expenditures and inventories; plan, organize, and prioritize work; understand, interpret, and explain policies and procedures; work as part of a team and convey a positive image of the District.
- **Physical Abilities:** Ability to function indoors and outdoors; maintain cardio-pulmonary fitness for moderate physical activity; move to different work locations and perform tasks requiring bending, stooping, climbing, and reaching; arm, hand, and finger dexterity to operate tools and equipment; ability to lift up to 75 pounds; ability to function in varying temperatures; visual acuity to observe work sites and read materials; and auditory ability to carry on conversations, including in noisy settings.
- **Education and Experience:** High School diploma or equivalent and additional college-level courses in horticulture, landscape, or a related field, and 6 years of experience in turf and/or general grounds maintenance with 2 years in a project leadership capacity. Additional higher education may substitute for some experience.
- **Licenses and Certificates:** Valid driver's license, Qualified Applicator Certificate, and may require Playground Inspector's Certificate.
- **Working Conditions:** Work is performed indoors and outdoors where safety considerations exist due to the work environment, hazardous materials, temperature extremes, and physical labor.