
Position:	Supervisor, Grounds and Landscape Services	FLSA:	Exempt
Department/Site:	Grounds and Landscape	Salary Grade:	29
Reports to/Evaluated by:	Manager, Grounds and Landscape	Salary Schedule:	Classified Management

SUMMARY

Plans, organizes, supervises, assigns, evaluates, and participates in the work of individuals and teams responsible for providing grounds and landscape maintenance within the Grounds and Landscape department. Assures the visual appearance, utility, and safety of grounds, play and sport fields.

DISTINGUISHING CAREER FEATURES

The Supervisor of Grounds and Landscape Services is a first-line supervisory focusing on day-to-day leadership and performance management of assigned staff. Advancement to Supervisor requires the ability to assume full-scope supervisory duties and responsibilities, train and assign work teams in a way that optimizes the use of resources, implement safety programs, administer available budgets, and meet time and quality deadlines. Advancement is based on need and compliance with the qualifications of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for providing grounds and landscape maintenance services. Participates in planning for short and long range projects, then prepares, implements, and monitors work plans to achieve operational goals. Monitors performance and costs against goals and budgets.
- Participates in the selection of grounds and landscape maintenance staff. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline procedures.
- Recommends and assists in the implementation of goals and objectives. Establishes schedules and methods for providing grounds and landscape maintenance services. Implements policies and procedures.
- Participates in the preparation and administration of the grounds and landscape maintenance budget. Submits budget recommendations. Monitors expenditures.
- Supervises and monitors the preventive maintenance and regular maintenance of assigned equipment. Requisitions supplies and equipment. Recommends acquisition of new equipment or disposal of existing equipment.
- Prepares and maintains a variety of records and reports pertaining to work orders, work schedules, budget control, equipment repair, supplies, equipment inventory and pesticide and herbicide use.
- Serves as the District’s Certified playground inspector, ensuring the safety and utility of playground structures throughout the District. Oversees construction of, and audits and inspects installations of new and standing structures on a regular basis.

- Ensures safe and proper use of pesticides, herbicides and fertilizers. Ensures that staff responsible for application, maintain required continuing education.
- Implements a program for the pickup, storage, and securing of hazardous wastes, biohazards, and other designated materials and refuse requiring special handling.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires considerable knowledge of garden, landscape and grounds maintenance methods and techniques, including horticulture, turf maintenance, weed and pest control and irrigation systems. Requires in-depth knowledge of the rules, regulations or codes governing use of pesticides, fungicides and herbicides including safety considerations. Considerable skill in using hand and garden tools and operating light and medium duty equipment. Must have a working knowledge of maintenance and repair of grounds and landscaping equipment. Requires a thorough knowledge of sound safety practices for tools, equipment, materials and chemicals used in the line of work. Working knowledge of the budget preparation and administration process. Requires knowledge of the principles of supervision, training, and performance evaluation. Requires a basic knowledge of pertinent codes and regulations affecting the access to and safety of grounds and facilities. Requires skill in organizing work and building effective teams to respond to a high volume of service requests. Requires a working knowledge of safety and environmental health programs. Requires sufficient math skills to prepare cost estimates and evaluate budget line items. Requires sufficient human relation skills to organize and motivate a work team and to interface with outside customers.

Abilities: Requires the ability to carry out the accountabilities of the position. Requires the ability to train and supervise subordinates engaged in skilled and unskilled tasks. Requires the ability to organize and sequence project and routine maintenance tasks to effectively use available staff and resources. Requires the ability to issue and follow written and oral instructions and maintain records and reports, many of which are designated for external agencies. Must be able to develop and project department budget needs, oversee expenditures, labor, and equipment and supply inventories. Requires the ability to plan, organize, prioritize work in order to meet maintenance and upkeep schedules. Requires the ability to understand, interpret and explain District and department policies and procedures. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the District.

Physical Abilities: Requires the ability to function indoors in an office environment and outdoors engaged in work of a physically active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to operate common tools used in building construction and maintenance, operate rolling stock, and use a computer keyboard and other office equipment. May require the ability to lift from floor, waist, or overhead, objects up to 75 pounds on an occasional basis. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

Education and Experience: The position requires a High School diploma or equivalent plus 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 of the experience in a project leadership or project team leader capacity. Additional higher education may substitute for some experience.

Licenses and Certificates: Requires a valid driver's license, Pesticide Consultant license, and Playground Inspector's Certificate.

Working Conditions: Work is performed indoors and outdoors where safety considerations exist due to proximity of work being performed, hazardous materials, temperature extremes, and physical labor.