

GROUNDS SUPERVISOR

DEFINITION

Under direction, to plan, supervise, and coordinate the work of grounds keeping personnel; to perform and supervise work related to the design of landscaped areas and sprinkler systems; to perform related duties as required.

EXAMPLES OF DUTIES

Assists in formulating the maintenance and upkeep program for campus grounds and landscaped areas.

Plans, supervises, schedules, trains and evaluates the work of varied-shift personnel engaged in general grounds maintenance work, planting, trimming, mowing, watering, fertilizing, and caring for shrubs, trees, plants and lawns.

Designs and supervises in the installation of sprinkler systems on campus.

Coordinates, trains and may assist staff in the use of pesticides for grounds and building interiors.

Assists in the preparation of and implements budget for department's operation, equipment and special capital improvement projects.

Coordinates maintenance and scheduling of campus outdoor facilities with campus officials and outside agencies.

Designs campus landscapes and coordinates the acquisition and planting of various plants for campus grounds.

Supervises planting, removal, replacement, and pruning of trees, including high, hazardous trees.

Maintains records and confers with city and state licensing officials regarding water and chemical pesticide use and inspection.

Instructs grounds personnel in proper work methods and safety procedures in the operation of a variety of power tools and equipment.

Prepares requisitions for needed equipment, supplies, and chemicals.

Sees that landscaped areas are clean and orderly and that tools and equipment are in proper working order.

Maintains records and prepare reports.

SUPERVISION

Direction is received from Maintenance and Operations Supervisor. Supervision is exercised over Head Gardener and gardening staff.

QUALIFICATIONS

Knowledge of:

Tools, materials, equipment, and standard practices of landscaping design, gardening and grounds maintenance.

Planting practices, and the care of a wide variety of shrubs, hedges, trees, flowers and lawns.

Various types of soil in the area and its proper preparation and fertilization.

Plants adapted to the climate of the area, with particular knowledge of varieties suitable for campus landscaped areas.

Plant diseases and indoor and outdoor pests and the approved methods, chemicals and materials used in controlling and eradicating them.

Principles of supervision and training.

Budgeting practices.

Ability to:

Plan and supervise a program of campus grounds maintenance.

Plan, schedule and supervise the work of others.

Train and instruct subordinates in the proper performance of grounds maintenance work and pesticide use.

Design landscapes and sprinkler systems.

Estimate labor and material costs.

Use a variety of gardening hand tools and equipment.

Safely operate a variety of power equipment.

Maintain accurate records.

Enforce safe work procedures.

Communicate effectively in speaking and in writing.

QUALIFICATIONS (continued)

Establish effective working relationships with others.

EMPLOYMENT STANDARDS

Training and Experience:

Any combination of training and experience which would provide the required skills and knowledge is qualifying. A typical way to obtain these would be:

Five years of experience in a grounds operation program, including experience in landscape and irrigation design, with at least two years in a supervisory capacity.

Special Requirements:

Ability to work flexible hours including graveyard shifts as needed.

Possession of a valid Class III California driver's license and use of an automobile.