



PERSONNEL COMMISSION

Class Code: 0605
Salary Range: 26 (S1)

GROUNDS CREW SUPERVISOR

JOB SUMMARY

Under general supervision, plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas; supervise, train and evaluate the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas. **E**
- Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Prioritize, assign, schedule and review the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds. **E**
- Coordinate materials, methods and tools to be used on assigned projects; assure activities comply with established safety guidelines and procedures. **E**
- Oversee and participate in the planting, cultivation, pruning, fertilization and irrigation of flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways; pick up and dispose of cuttings, branches, leaves and other debris following assigned tasks; oversee major landscaping of grounds at school sites. **E**
- Oversee and participate in the mowing, edging, trimming and watering of lawns, and major repair to athletic fields and other turf grounds; prepare soil for fertilization utilizing a hoe, rototiller or other tools; fertilize soil; water various grounds areas by hand or by operating the irrigation system. **E**
- Oversee and participate in the pruning and removal of trees including the utilization of stump grinder and aerial lift trucks. **E**
- Operate a variety of power-driven equipment such as tractors, mowers, skip loaders, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and other equipment used in grounds maintenance work; utilize standard gardening hand tools such as rakes, hoes and shovels; drive a District truck to conduct work. **E**

- Oversee the application of pest control methods to eradicate weeds, rodents and other pests utilizing appropriate chemicals according to established procedures. *E*
- Operate sprinkler systems; manually engage or set automatic time clocks; repair and assure proper operation of irrigation systems; inspect and clean drains and gutters to assure proper drainage. *E*
- Assure proper training and support for staff including safe work practices and other related topics; prepare requests for needed safety equipment; communicate with employees on safety violations and report unsafe conditions to appropriate personnel. *E*
- Maintain grounds maintenance equipment in safe operating condition; perform routine maintenance on equipment such as sharpening blades, lubricating equipment and replacing parts as needed. *E*
- Confer with District staff to request and schedule services and repairs; submit work orders; inspect work performed; identify problems and discuss with supervisors to assure accuracy and completeness of services and repairs. *E*
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas; water infields and tracks for stabilization. *E*
- Participate in the moving and arranging of bleachers, furniture and a variety of other equipment for special events; pick up and deliver supplies, furniture and equipment as assigned. *E*
- Monitor inventory levels of grounds maintenance supplies, materials and equipment; order and maintain inventory of supplies, materials and equipment as directed. *E*
- Prepare and maintain a variety of records, logs and reports related to personnel, equipment and assigned activities. *E*
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to grounds maintenance activities. *E*
- Attend and participate in assigned meetings.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Grounds Crew Supervisors plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas. Incumbents supervise and participate in the work of one or more crews assigned landscaping, tree trimming, athletic field repair and general groundskeeping maintenance tasks at various school and District sites.

EMPLOYMENT STANDARDS

Knowledge of:

Grounds maintenance procedures including mowing, edging, raking and weeding.
Methods, equipment and materials used in gardening and groundskeeping work.
Principles and practices of supervision and training.
Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
Laws, codes, regulations, policies and procedures related to groundskeeping activities.
Operation and maintenance of hand and power tools and equipment used in groundskeeping such as mowers, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and standard gardening hand tools.
Herbicides and other chemicals used in grounds maintenance.
Methods and materials used in controlling pests, insects and weeds.
Proper operation of heavy grounds equipment including tractors and skip loaders.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations as established by the State Education Code and District.

Ability to:

Plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas.
Supervise, train and evaluate the performance of assigned personnel.
Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
Assure athletic fields are maintained in a safe condition.
Operate hand and power tools and other equipment used in grounds maintenance such as mowers, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and standard gardening hand tools.
Operate heavy grounds equipment such as tractors and skip loaders.
Assure activities comply with established safety guidelines and procedures.
Perform routine maintenance on grounds maintenance equipment.
Understand and follow oral and written instructions.
Work independently with little direction.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations as established by the State Education Code and District.
Plan and organize work.
Prioritize and schedule work.
Monitor, order and maintain inventory of groundskeeping supplies and equipment.

Education and Training:

Graduation from high school.

Experience:

Three years of grounds maintenance experience. Experience in a lead or supervisory capacity is highly desired.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases.

Driving a District vehicle to conduct work.

Working around and with machinery having moving parts.

Exposure to chemicals used in pest control and weed abatement.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate grounds maintenance equipment.

Bending at the waist, kneeling, stooping or crouching.

Walking or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position.

Heavy physical labor.

Seeing to perform grounds work.

Digging.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 10/24/2002

Revised: 7/10/2008

Revised: 10/30/2008

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