



Job Title:	Grounds Supervisor	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Maintenance	Pay Grade:	Maintenance Pay Grade 5
Dept. /School:	Maintenance Department	Date Revised:	10/26/2011

Primary Purpose:

Supervise daily activities of grounds maintenance operation to ensure district grounds are safe, neat, and attractive.

Qualifications:

Education/Certification:

Valid Texas driver's license
High school diploma or GED
Licensed to apply herbicides and insecticides

Special Knowledge/Skills:

Knowledge of gardening and landscape maintenance
Ability to read and interpret blueprints and landscape plans
Ability to operate heavy equipment, including backhoe and trencher
Ability to operate riding or power mower, power tools, and hand tools
Ability to direct and supervise personnel and coordinate grounds operations

Experience:

Five years experience in gardening and landscape maintenance
Two years supervisory experience

Major Responsibilities and Duties:

Grounds Maintenance and Landscaping:

1. Assign all grounds work and oversee completion.
2. Arrange for contract labor when work cannot be performed by district staff.
3. Assign priority to work orders and process them, including tracking of labor and material use.
4. Estimate the cost and time required for special projects and order materials.
5. Interpret blueprints, plans, and sketches to carry out landscape designs.
6. Establish care and watering schedules, including spraying, fertilizing, pruning, etc.
7. Operate and maintain equipment used for grounds operations, including backhoe, trencher, tractor, riding and power mowers, etc.
8. Inspect grounds and facilities and report needed repairs, to the appropriate department.
9. Install, test, adjust, and repair sprinkler systems.

10. Conduct monthly training meetings.

Safety:

11. Instruct assigned personnel on proper and safe use of tools and equipment.
12. Operate tools, equipment, and machinery according to prescribed safety procedures.
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Ensure that vehicles, equipment, and tools are in safe operating condition.
15. Inspect and adjust tools and equipment for safety and efficiency.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment:

17. Coordinate the storage and use of all grounds equipment, tools, and supplies.
18. Prepare, implement, and maintain preventive maintenance and repair procedures for grounds equipment and tools.
19. Order equipment and supplies and maintain accurate records.
20. Recommend replacement of existing equipment.
21. Conduct annual inventory of physical equipment and supplies.

Other:

22. Work irregular hours and respond to after-hours emergency calls as needed.
23. Assist in preparation of department budget.
24. Assist in recruiting, screening, training, and evaluation of grounds employees.
25. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
26. Assist/consult contractor(s) on landscaping issues for new sites.
27. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate work of groundskeepers

Equipment Used:

Heavy equipment, including backhoe, trencher, and grader blade; tractor and mower; riding and power mower; gas-powered weed trimmer; blower; edger; sprayer; striping machine; garden and hand tools; aerator. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work outside and inside and around moving objects or vehicles.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.