

MAINTENANCE GROUNDS SUPERVISOR

DEFINITION

Under general supervision, acts as lead worker and directs and participates fully in the grounds maintenance work of a small grounds crew; ensures that work is completed according to supervisor's directions; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

Possession within six (6) months of initial appointment State of California Department of Food and Agriculture Certified Commercial Applicator license.

CLASS CHARACTERISTICS

Positions in this class are responsible for completing scheduled grounds maintenance work with a minimum of supervision. The incumbent trains and works with ground personnel and is responsible for decision making necessary to complete daily tasks, which may or may not be predetermined and follow a regular pattern.

EXAMPLES OF DUTIES

Assigns, lays out, directs, and participates in the work of assigned grounds personnel performing work in the care and maintenance of campus grounds; sees that work is done in accordance with schedules and instructions. *E*

Assures that the various duties of mowing, edging, pruning, planting, cement work, fence work, and minor equipment maintenance is accomplished through productive effort and efficient use of personnel. *E*

Installs, repairs, and maintains entire irrigation systems. *E*

Trains and instructs personnel in the performance of their duties, including training staff in the usage of pesticides application; monitors safety of staff members utilizing chemicals and pesticides. *E*

Reviews work in progress and upon completion. *E*

Coordinates spraying of hazardous materials with school site administration. *E*

Utilizes herbicides and pesticides in the eradication of rodents. *E*

Operates truck, tractor, gang mower, flail mowers, back hoes, and related equipment. *E*

Works and maintains athletic fields. *E*

EXAMPLES OF DUTIES (cont.)

Conducts job walks to determine costs; prepares specifications; contacts vendors, secures quotations for estimates and bids. *E*

Maintains labor and material records. *E*

Requisitions supplies, materials, and equipment. *E*

Supervises laying of conduits. *E*

Excavates grounds for concrete work. *E*

Assists in the periodic evaluations of grounds keeping personnel. *E*

Performs the full scope of duties of the ground maintenance worker class. *E*

Operates District vehicles. *E*

Supervises Orange County Work Program. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. The operation and routine maintenance of light power grounds equipment;
2. Simple record keeping;
3. Proper methods, materials, tools, and equipment used in the ground maintenance work;
4. Hazardous materials, pesticides, and their applications;
5. Irrigation systems;
6. Turf species and soil analysis;
7. Hydraulics;
8. General principles of electricity;
9. General principles of supervision and training;
10. Appropriate safety precautions and procedures; and
11. Basic math.

Ability to:

1. Lead grounds maintenance workers in all phases of grounds maintenance assignments;
2. Operate, maintain, and make minor, non-technical repairs to a variety of power equipment and tools safely and skillfully;
3. Instruct and train grounds maintenance workers in the proper performance of their duties, to include usage of hazardous chemicals and pesticides;
4. Plan, organize, and control assigned functions, and activities of staff;
5. Maintain simple records;

Ability to: (cont.)

6. Operate a vehicle observing legal and defensive driving practices;
7. Install entire irrigation systems, lines, valves, clocks, and sprinkler heads;
8. Research to locate and make comparisons to identify alternatives and substitutions for specified commodities;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work;
and
11. Perform complex or varied tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Individual must possess or obtain within six (6) months of initial appointment a State of California Department of Food and Agriculture Certified Commercial Applicator license.

EXPERIENCE

Previous experience performing general grounds keeping work involving heavy labor, including the operation of power mowers and edgers.

WORKING CONDITIONS

Environment:

Outdoor environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Heavy physical labor; bending at the waist; walking over rough or uneven surfaces; stretching; pushing, pulling, lifting, and carrying objects weighing up to 100 pounds; standing and walking for extended periods of time; dexterity of hands and fingers to operate grounds equipment and tools.

Hazards:

Exposure to pesticide and herbicide chemicals, fumes, and noise from vehicle and equipment operation, dust, dirt, oil/grease, and gases; working with or around machinery with moving parts; extreme weather conditions.

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