

CAJON VALLEY UNION SCHOOL DISTRICT

Personnel Commission

CLASS TITLE: GROUNDS SUPERVISOR

BASIC FUNCTION:

Under direction of the Director-Facilities, Maintenance and Operations, plan, coordinate and supervise the day-to-day operations of the District's grounds maintenance operations; conduct inspections and walk-throughs to assure quality standards and time schedules are met; perform technical or specialized grounds maintenance and landscaping activities at various sites; maintain a variety of records and prepare reports related to assigned activities; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and supervise the day-to-day operations of District's grounds maintenance operations.

Train, supervise and evaluate the performance of assigned staff; interview and select staff, as assigned.

Plan, prioritize, and schedule department activities and work assignments; adjust work schedules and priorities, as necessary; conduct inspections and walk-throughs to assure quality standards and time schedules are met.

Determine grounds maintenance needs; develop, prepare and/or review plans, design specifications and bids for grounds maintenance activities and/or new landscaping projects; prepare cost, time and labor estimates; prepare materials lists to effectively schedule and complete projects.

Independently perform functions of a technical or specialized nature in grounds maintenance or landscaping; supervise or install, maintain and repair irrigation systems; program irrigation controllers; perform maintenance of landscaped areas and sport fields, including mowing, pruning, watering, planting, irrigation services and pest management.

Assure proper chemical usage management in accordance with Integrated Pest Management (IPM) requirements and maintain required documentation; mix and apply chemicals for fertilization, insect and weed killers.

Develop and implement safety standards and procedures; instruct staff in safe work practices; assure compliance with applicable local, state, and federal rules, regulations and laws as well as policies, procedures, and objectives of the District related to assigned activities.

Establish and maintain effective working relationships with District and site administrators, personnel, vendors, contractors, the general public and others to coordinate services, supplies and materials; work with site administrators to schedule and outside contractors to assure grounds maintenance requirements are being fulfilled.

Respond to routine and emergency calls districtwide during and after regular hours.

Supervisory Salary Schedule: Range 5

Approved: 03/02/93; 08/01 reinstated with new title & salary placement; 04/05 reallocated from Range 4 to Range 6; 05/09 abolished (Grounds Foreman); 07/20 reinstated w/ new title & reallocated from Range 6 to Range 5

Maintain a variety of records and prepare reports related to assigned activities; determine supply and equipment needs; order or purchase supplies and materials, as needed; maintain adequate inventory to meet department needs; generate purchase requisitions and work orders, etc., as needed.

Operate a variety of grounds maintenance tools, equipment and standard office equipment, including computer and assigned software; drive a vehicle to various sites throughout the workday conduct work, as necessary.

Attend and conduct a variety of meetings and trainings, including ongoing employee training to ensure proper techniques, injury prevention and efficiency.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Tools, equipment, materials, chemicals and methods used in grounds maintenance work.

Applicable laws, codes, rules, regulations, policies and procedures related to assigned activities.

Methods, techniques and quality standards, supplies, tools and equipment applicable to grounds maintenance and landscaping.

Principles and practices of supervision, training, scheduling and coordinating the work of a crew.

Safe operation of related tools, grounds equipment, including earth movers.

Health standards, hazards and safety regulations.

Safe driving practices.

Proper lifting techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and supervise District grounds maintenance operations.

Train, supervise and evaluate the performance of assigned staff.

Plan, schedule and coordinate work assignments to meet schedules and timelines.

Interpret, explain and apply applicable laws, codes, rules, regulations, policies and procedures related to assigned activities.

Read plans and design specifications and prepare cost estimates.

Operate tools, equipment and vehicles skillfully and safely.

Observe health and safety regulations.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with initiative.

Maintain a physically rigorous work schedule.

Estimate materials and supply needs accurately.

Prepare and maintain accurate records and reports related to assigned activities.

Operate a computer, assigned software and standard office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, supplemented by training in landscaping and gardening, and three years' recent increasingly responsible grounds maintenance experience, including at least one year in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California driver's license.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Regular exposure to adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate power tools, computer and a variety of equipment.

Visual acuity to observe and perform repair, read fine print, see up close and distances, color and peripheral vision, depth perception and the ability to adjust focus.

Hearing and speaking to exchange information.

Sense of smell sufficient to recognize and distinguish chemical fumes and odors.

Stand, sit, climb, kneel, crawl, crouch, squat, balance and bend at the waist for extended periods of time.

Walking over rough or uneven surfaces to conduct work and/or inspections.

Reaching overhead, above the shoulders and horizontally.

Regularly pull, push, lift and carry heavy objects weighing up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move more than 100 pounds with assistance.

Physical stamina sufficient to perform heavy manual labor.

HAZARDS:

Exposure to dust, gas, fumes, chemicals, loud noise and vibration from equipment, extreme temperatures and humidity, biohazardous materials such as sewage.

Operating heavy equipment and machinery with moving parts.

Occasional need to work at heights.

Traffic hazards.

NOTE:

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program.

The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen