



## **GROUNDS MAINTENANCE SUPERVISOR**

### **DEFINITION**

Under general direction, plans, organizes, and supervises grounds maintenance activities and special projects (building, grounds, or other facility related projects); makes inspections of work, both in progress and completed; oversees and performs skilled work in the care and maintenance of grounds around County buildings, cemeteries, and parks; maintains and repairs ground maintenance equipment; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises general direction and supervision over professional and technical staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level classification in the grounds maintenance class series. Incumbents are responsible for the design and maintenance of grounds surrounding County buildings, County parks, County trails, County cemeteries, and other assigned areas. Incumbents plan, organize, supervise, review, and evaluate the work of Grounds Maintenance Workers, monitoring actions of workers in the field, providing technical advice in difficult situations, investigating complaints, and performing skilled grounds maintenance work as needed. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF DUTIES (Illustrative Only)**

- Plans, organizes, assigns, supervises, and reviews the work of assigned grounds maintenance staff and activities, including general maintenance, turf maintenance, plant material maintenance, and pesticide and herbicide applications.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsel's employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures, including the use of maintenance equipment and tools; maintains equipment, tools, and supplies in good working order.
- Investigates complaints from the public and other agencies regarding work performed by assigned staff; analyzes and resolves work problems.
- Performs the most difficult maintenance and repair work on landscaped areas and irrigation systems; supervises, designs, lays out, and installs landscaped areas and new irrigation systems.
- Performs clearance and maintenance of grounds, paved areas, paths, walkways, and cemetery sites; picks up litter and debris.
- Operates and instructs staff on safety and the appropriate use of a variety of hand and power tools, including hand and riding mowers, edgers, blowers, hedge trimmers, weed eaters, tractors and attachments, chain saws, rototillers, rakes shovels, hoes, brooms, and other maintenance tools; oversees equipment maintenance and repair.
- Oversees and performs necessary maintenance and repair of tools and equipment to ensure safe operating conditions.

- Oversees and performs maintenance of cemetery grounds; may assist at burials in County cemetery.
- Maintains a variety of statistical and production records and prepares reports related to the grounds maintenance program; performs internet research of new products and practices; submits and provides follow up on purchase orders.
- Provides input on the unit budget.
- Ensures County is in compliance with applicable federal, state and local laws, regulations, and ordinances; oversees pesticide applications for County grounds in consultation with other departments and pest control operators.
- Maintains time and work distribution records and prepares operating reports; maintains stocks of maintenance supplies; recommends and implements measures to improve work methods, equipment, performance and quality of work; suggests changes in procedures and equipment to increase efficiency.
- May provide instruction and direction to probationers, jail inmate trustees, welfare work program participants, and seasonal personnel.
- May assist with cleaning of sand, ice, and snow from various entrances and walkways.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Methods and equipment used in soil preparation and enrichment, weed and insect control, and treating plant diseases.
- Regulations governing use of pesticides and herbicides.
- Maintenance and minor repair of irrigation systems.
- Use and minor maintenance of commonly used hand and power landscaping tools and equipment.
- Safety practices pertaining to the work.
- Recordkeeping and basic budgetary principles and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Effectively provide staff leadership and work direction.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, and direct grounds programs, including developing operational procedures, budgeting, and evaluating program effectiveness.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use hand and power tools and equipment commonly used in landscape maintenance, which may include occasional use of front end loaders, dump trucks, back hoes, parking lot sweepers, and related vehicles.
- Recognize common plants, plant diseases, and insect pests.
- Use independent judgment and initiative in daily work activities.
- Direct and instruct others in proper work methods and landscape maintenance techniques.
- Maintain accurate records and prepare reports of work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Two (2) years of experience at a level equivalent to the County's class of Sr. Grounds Maintenance Worker;

OR

Three (3) years of experience at a level equivalent to the County's class of Grounds Maintenance Worker II; and

One (1) year of related lead or supervisory experience.

College-level training in horticulture or a related field is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Possession of, or ability to obtain within six (6) months of employment, a valid Qualified Pesticide Applicator or Advisor License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County the facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using

a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees partly work in an office environment and partly work in and around facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays. Must be willing to respond to off-hours emergencies as required. Provides functional direction to part-time workers, jail or prison inmates, and court directed work-program workers.