

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Supervisor, Grounds Maintenance	REPORTS TO:	Maintenance Services Manager
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-41/Supervisory Salary Schedule

BASIC FUNCTION:

Plan, organize, coordinate and direct the grounds maintenance activities to provide timely delivery of high quality services; prioritize, schedule and assign grounds maintenance work; supervise, evaluate and provide clear expectations of assigned staff.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, coordinate and direct timely grounds maintenance activities to provide a safe, clean, and orderly learning and working environment; prioritize, schedule and assign grounds maintenance work; drive a vehicle to inspect completed work and work in progress. *E*

Review, evaluate and make recommendations for new landscaping, removal and replacement of trees, shrubs and turf. *E*

Receive and review incoming job orders; plan, organize, prioritize and schedule grounds maintenance and special projects to provide timely delivery of high quality services; estimate cost of materials and labor according to established procedures. *E*

Train, supervise, evaluate and provide clear expectations of assigned staff; make recommendations concerning staffing; interview, select, terminate and discipline assigned staff as necessary. *E*

Communicate with District personnel in a timely and professional manner to provide technical information, coordinate activities and resolve issues, concerns or questions regarding grounds maintenance and special projects work; confer with District personnel regarding grounds maintenance needs. *E*

Coordinate and schedule the work of trades personnel for a variety of projects, including backhoe operation, hauling and others. *E*

Research, evaluate and confer with vendors for the purchase of nursery stock, trees, shrubs, turf, supplies, materials and equipment; order supplies and materials according to established procedures. *E*

Prepare and maintain records and reports of department operations and activities such as attendance, time sheets, inventory and other related documentation as directed. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years gardening and grounds maintenance work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of propagation, cultivation, pruning, and caring for plants, flowers, trees, shrubs and turf.
Landscape design.
Methods of preparing soil for planting.
Plant diseases and pests and eradication.
Proper uses and applications of various fertilizers.
Herbicides and other chemicals used in grounds maintenance.
Methods, equipment and materials used in gardening and groundskeeping work.
Principles and practices of supervising, training and providing work direction.
Technical aspects of field of specialty.
Accurate record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize, schedule and supervise the timely grounds maintenance activities.
Interpret landscape blueprints.
Operate hand and power tools and other equipment used in grounds maintenance.
Plan, organize and prioritize work to meet schedules and time lines.
Train, supervise, evaluate and provide clear expectations to assigned personnel.
Observe legal and defensive driving practices.
Read, understand, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate, understand, and follow both oral and written directions effectively.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions.

PHYSICAL ABILITIES:

reasonable accommodations, if necessary, hearing and speaking to exchange information; seeing to read landscape blueprints; sitting or standing for extended periods of time; walking over rough or uneven surfaces; dexterity to operate specialized equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions