

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Supervisor, Grounds and Landscape | REPORTS TO: | Maintenance Services Manager |
| DEPARTMENT: | Maintenance & Operations | CLASSIFICATION: | Supervisory |
| FLSA: | Non-Exempt | WORK YEAR: | Varies |
| BOARD APPROVAL: | July 2010 | SALARY: | S-53/Supervisory Salary Schedule |

BASIC FUNCTION:

Supervise and direct all landscaping and grounds maintenance for the District to provide timely delivery of high quality services. Develop timely and effective solutions to complex problems requiring regular use of ingenuity and innovation. Represent the District on all landscape matters with the general public, contractors, District architects and Facilities Management and Planning Department. Supervise, evaluate and provide clear expectations of assigned personnel.

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, schedule and supervise the timely work of grounds personnel in the planting, cultivation and maintenance of lawns, flowers, trees, and shrubs to provide a safe, clean and orderly learning and working environment. *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*

Evaluate, recommend and order tools, equipment, plant materials, and other related materials for the preparation and maintenance of grounds. *E*

Maintain proficiency in current applicable laws and regulations regarding pesticide/herbicide application and notification. *E*

Ensure compliance with the current rules and regulations of the Fresno County Agricultural Department and ensure that appropriate employee training, certifications, and pesticide/herbicide procedures are followed in accordance with the law. *E*

Prepare and provide training materials and conduct monthly safety meetings for gardening personnel to ensure a safe, clean, and orderly learning and working environment. *E*

Oversee grounds maintenance at District stadiums and ensure CIF standards are maintained. *E*

Develop the landscape budget including the assigned responsibilities for personnel, labor, materials, tools, equipment, and rolling stock to ensure the financial viability of the district. *E*

Develop and present extensive landscape plans and designs. *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*

Supervise and inspect the installation of landscaping projects. *E*

Coordinate projects with architects and Facilities Management and Planning Department. *E*

Prepare budget details for materials, equipment and labor to support new and existing programs and projects. *E*

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

Keep apprised of current developments by attending trade shows, seminars and professional meetings to review new methods or techniques in landscape or horticultural work. *E*

Review job assignments of personnel; review the selection, evaluation, and training of grounds employees; terminate and discipline assigned staff, as necessary. *E*

Work collaboratively with consulting landscape architects in the development of plans for the landscaping of new areas. *E*

Advise on condition of the soil, costs of maintenance, and suggested plantings. *E*

Prepare a variety of written reports such as time studies and inspection reports on new landscape projects. *E*

Maintain and establish collaborative relationships and contacts with leading authorities on landscape methods and procedures. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, supplemented by college level course work in landscape design or related field; and six years of increasingly responsible grounds experience, including three years in a supervisory capacity.

LICENSES:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervising, training and providing work direction.

Technical aspects of field of specialty.

Horticultural and landscape techniques and methods, soil and climatic conditions encountered on the campus; lawns, trees, shrubs, flowers, weeds and their general growing characteristics.

Pest and plant disease control and eradication.

Thorough knowledge of supervisory techniques and current materials and equipment available for landscape maintenance programs.

Proper uses and application of various fertilizers.

Current safety procedures and proper methods of handling herbicides and other chemicals used in grounds maintenance.

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, coordinate and supervise the grounds maintenance activities.
- Train, supervise, evaluate and provide clear expectations to assigned personnel.
- Design and develop landscape areas.
- Plan, organize and prioritize work to meet schedules and time lines.
- Read and interpret blueprints, plans and sketches.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Prepare cost estimates for maintenance equipment and labor for new and existing programs.
- Observe legal and defensive driving practices.
- Read, understand, interpret, apply and explain current rules, regulations, policies, and procedures.
- Analyze situations and take timely and effective action.
- Compile and write reports.
- Operate a computer to enter data, maintain records and generate reports.
- 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