



HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Ave. - Hemet, CA 92545-3637 – (951) 765-5100

GROUNDS SUPERVISOR

(Management position)

SUMMARY

This position is under the administrative direction of the Assistant Director of Maintenance and Operations and has supervisory responsibility for employees with grounds keeping duties; plans, organizes, supervises and evaluates the maintenance, repair and operation of all District and school facilities related to the Grounds Department; evaluates grounds personnel; assumes responsibilities and performs related duties as required.

REPRESENTATIVE DUTIES

Receives work orders from Director of Maintenance, prioritizes and assigns them to the appropriate personnel in the Grounds Department;
Monitors and evaluates the completion of all work orders assigned to various grounds personnel;
Interacts with various agencies, insurance carrier, safety inspectors and District safety inspector, as it relates to inspection and compliance reports and ensures that all items related to the repair of grounds related items are expeditiously corrected;
Serves on District Committees as assigned;
Interacts with the District's Architect and/or Planning Department as it relates to grounds related items;
Estimates labor and material costs of repair and construction work related to the Grounds Department;
Evaluates all personnel in the grounds section of the Maintenance and Operations Department;
Assists in providing necessary inservice training for each area within the Grounds Department;
Must be available to respond to emergency call-outs on weekends and after regular working hours;
Serves in the absence of other managers in the Maintenance and Operations Department;
Selects all plants and materials necessary for landscaping needs; designs landscape plans and sprinkler systems including computerized and radio-controlled irrigation devices, and supervises their installation and maintenance;
Implements the District's hazardous communication program as it relates to the grounds maintenance;
Establishes and maintains liaison with vendors and District staff relative to grounds.
Works as a District Team member to establish goals, priorities, and expectations, and to develop the action plans and strategies for accomplishing them.
Answers questions, researches product/s, provides information related to projects including resolving problems, approving expenditures, handling complaints and providing technical expertise in areas of expertise.
Serves as the District's Integrated Pest Management Coordinator.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of administration, supervision, management, training, safety and security;
Principles of budgeting, cost analysis and reporting;
Knowledge of methods, materials and equipment used in the field of grounds; and use of pesticides.

Ability to:

Accurately estimate labor and material costs of repair and construction work;
Read and interpret building blueprints, working drawings and sketches;
Layout, coordinate, supervise, inspect and evaluate the work of grounds personnel;
Train, supervise and evaluate work of a large work force;
Write and speak clearly and concisely, make effective written and oral reports.

GROUNDS SUPERVISOR (continued)

EMPLOYMENT STANDARDS

Education

High School diploma or equivalent is required; college level training in horticulture, supervision, turf management and related fields is desirable.

Experience

Five years of experience in the field of grounds, including at least three years at a supervisory or lead worker level in a comprehensive organization; and training and experience that provide the required knowledge, skills and abilities to accomplish the duties listed. Public school district experience is desirable.

Licenses/Certificates

Class I Herbicide (California Commercial Applicator) Certificate issued by the State of California within 90 days of employment;

Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment. is required

WORKING CONDITIONS WHICH MAY OCCUR

Work inside protected from weather more than 7 hrs/day

Work outside exposed to the weather more than 7 hrs/day

Work in temperatures between 15 - 24 degrees F. more than 7 hrs/day

Work in temperatures above 104 degrees F. more than 7 hrs/day

Work in humidity over 60% more than 7 hrs/day

Noise exposure between 85 - 94 decibels 3 - 5 hrs/day

Work on surfaces that are flat and stable more than 7 hrs/day

Work on surfaces that are slippery and wet more than 7 hrs/day

Work on surfaces that are uneven or on an incline more than 7 hrs/day

Work on surfaces that are graded and loose more than 7 hrs/day

Exposed to direct sunlight more than 7 hrs/day

Work alone - physically isolated from others more than 7 hrs/day

Exposed to insect/spider bites and stings more than 7 hrs/day

Exposed to whole body vibration once or twice a day

Exposed to head and neck vibration once or twice a day

Exposed to hand and arm vibration once or twice a day

Exposed to leg, feet and ankle vibration once or twice a day

Work at heights above 20 feet once or twice a day

Tasks performed with back bent or twisted while lifting or holding heavy items several times an hour

Tasks performed while objects are lifted out of or put into cramped spaces several times an hour

Tasks performed involve leaning, bending forward, kneeling or squatting several times an hour

Tasks performed involve working with the wrists in a bent or twisted position several times an hour

Tasks performed with the hands below the waist several times an hour

Tasks performed with hands above the shoulders several times an hour

Tasks performed with hands behind or to the sides of the body several times an hour

Tasks performed while standing for most of the shift without anti-fatigue mats several times an hour

Tasks performed with arms or hands in the same position for long periods of time without changing positions or resting several times an hour

Contact with blood-borne pathogens and other potentially infectious materials once or twice a month

Contact with industrial soap powders and detergents once or twice in 1 or 2 years

Contact with paint, varnish, lacquer or resins once or twice in 1 or 2 years

Contact with oil or grease once or twice in 1 or 2 years

Contact with degreasing agents and organic solvents once or twice in 1 or 2 years

Exposed to nuisance dusts once or twice a week

Exposed to cement dust once or twice a week

Exposed to silica dust once or twice a week

Exposed to corrosive or caustic substances once or twice a day

Exposed to intense light (e.g. welding, cutting, brazing operation) once or twice a month

GROUNDS SUPERVISOR (continued)

PHYSICAL ABILITIES

Muscular Tension, Muscular Power and Muscular Endurance up to fifty (50) pounds occasionally
Multi-Limb Coordination, Manual Dexterity, Finger Dexterity, Near Visual Acuity, Far Visual Acuity, Color Discrimination, Peripheral Vision, Speech Intelligibility in Quiet, Speech Intelligibility in Noise, Sound Localization, Muscular Power, Non-speech Sound Discrimination, Muscular Endurance, Flexibility, Cardio-Respiratory Endurance, Speed of Limb Movement, Whole Body Coordination, Whole Body Equilibrium, Arm-Hand Steadiness

MENTAL ABILITIES

Oral Comprehension, Originality, Information Ordering, Flexibility of Closure, Category Flexibility, Fluency of Ideas, Auditory Understanding, Speed of Closure, Time Sharing, Memorization, Oral Expression, Speech Recognition, Problem Sensitivity, Inductive Reasoning, Written Comprehension, Deductive Reasoning, Selective Attention, Written Expression.

EMPLOYMENT STATUS

Classified Management Position

July 2008