



# IRVINE UNIFIED SCHOOL DISTRICT

## SUPERVISOR-GROUNDS

### DEFINITION:

Under the supervision of the Director of Maintenance and Operations, coordinates and directs grounds maintenance and gardening activities involved in the maintenance of grounds and landscaped areas; plans, develops and implements landscaping and gardening projects; trains and evaluates the performance of assigned personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plans, organizes, and supervises the gardening and grounds maintenance program.
- Supervises the irrigation and cultivation of trees, turf, shrubs, and ground cover.
- Supervises the mowing, edging, trimming and fertilizing of all grass areas, weed control, and spraying and pruning of trees.
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.
- Assigns employee duties and reviews work for accuracy, completeness and compliance with established standards and procedures.
- Performs, as necessary, portion of the physical tasks associated with the program.
- Inspects school sites regularly to ensure accomplishment of ground maintenance objectives.
- Supervises the maintenance and operation of power-driven equipment.
- Maintains, cleans, and insures repair of parking lot and playground blacktop areas.
- Operates a variety of power-driven equipment such as mowers, edgers, blowers and other equipment used in grounds maintenance work; utilizes standard gardening hand tools.
- Communicates with personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns.
- Drives a vehicle to conduct work.
- Provides oversight for user maintenance of vehicles and equipment.
- Prepares and maintains a variety of records and reports related to personnel, projects, and assigned duties.
- Performs other duties as required.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Organization and direction of grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas.
- Methods, materials and equipment used in ground and gardening work.
- Practices and procedures involved in the development and implementation of landscaping and gardening projects.
- Plants adapted to the climate of the area and varieties suitable for school grounds landscaped areas.
- Various types of soil, proper fertilizers, common trees, ornamental shrubs and lawn pests and diseases and methods of control and eradication.
- General industry safety and standards within the grounds trade.
- Principles and practices of supervision and training.
- Grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in grounds maintenance and landscaping.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Pruning techniques and methods.
- Operation and maintenance of hand and power tools and equipment used in ground maintenance.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Health and safety regulations.
- Proper lifting techniques.

**Ability to:**

- Organize and direct of grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas.
- Plan, develop and implement landscaping and gardening projects.
- Train and evaluate the performance of assigned personnel.
- Coordinate and direct the mowing, edging, trimming and watering of lawns, fields and other turf grounds.
- Estimate labor, material and equipment requirements for projects.
- Direct the planting, cultivation, pruning, fertilizing and irrigation of flowers, trees, grass and shrubs.
- Coordinate activities to assure grounds are maintained in a safe and clean condition.
- Research, read, and interpret local, state, and federal codes and regulations.
- Estimate job costs, perform necessary math functions, and apply control procedures within the scope of projects.
- Observe and ensure compliance with health and safety regulations, codes and procedures.
- Interpret landscaping plans and sketches
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain records and prepare reports.
- Coordinate and supervise the work of others.
- Interpret landscaping plans and sketches, keep records, prepare reports, and administer a preventive maintenance program.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school and ten years' experience in the grounds services with a minimum of five years of journey level experience including three years in positions with lead or supervisory experience. Any combination of training and experience which could provide the required levels of knowledge and experience. College level coursework, Bachelor degree preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C Driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of hand and power tools and heavy equipment.
- Climbing ladders and working from heights.
- Hearing and speaking to exchange information.
- Seeing to perform grounds work and read a variety of materials.
- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stooping, kneeling or crouching
- Lifting, carrying, pushing or pulling heavy objects up to 100 pounds with assistance.

**WORK ENVIRONMENT:**

Indoor/Outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Working in outside weather conditions.
- Subject to fumes, dust and odors.
- Exposure to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

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