



May 2012  
FLSA: NON-EXEMPT

## **GROUNDS SERVICES SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns and reviews the work staff within the Grounds Services Division. Positions in this series coordinate, monitor and provide technical input for assigned ground services staff for grounds maintenance, projects, repairs and construction projects; provides technical assistance to the Parks and Recreation Manager; performs technical tasks to maintain and improve the Town's parks system; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Parks and Recreation Manager. Exercises direct supervision over assigned Grounds Services personnel. Coordinates and monitors the work of outside contractors, vendors and consultants as assigned.

### **CLASS CHARACTERISTICS**

This is a full supervisory-level class in the Grounds Services series in the Town's Parks and Recreation Department. Incumbents perform the most complex duties and activities to ensure the facilities assigned are maintained in a safe and effective manner. Responsibilities include planning, organizing, supervising, reviewing and evaluating the work of Grounds Services staff. This class is distinguished from the Parks and Recreation Manager in that the latter has overall responsibility for all functions of the Parks and Recreation Department.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Directs and supervises through subordinate staff, the landscaping and maintenance of the Town's park system.
- Provides technical advice and training to all assigned division staff in work and safety procedures and in the operation and use of equipment and supplies.
- Evaluates performance, completes applicable reviews as necessary, counsels employees and effectively recommends initial disciplinary action; assists in the selection and promotion within the division.
- Performs park and playground inspections.
- Assists in the preparation and continually monitors the division's budget.
- Monitors operations and activities of the grounds services division and identifies equipment, staffing and supply needs and effectively recommends improvements and modifications.
- Obtains information from vendors and evaluates equipment, products or services; prepares and reviews bids and in consultation with Parks and Recreation Manager makes awards.
- Attends trade shows, seminars, demonstrations etc., to stay current on products and procedures of the industry.
- Acts as a representative of the Town in giving information and assistance to others; answers questions, investigates and responds to complaints.
- Prepares necessary reports and correspondence for internal and external requirements.

- Could perform all of the most complex duties applicable to the grounds services division.
- Establishes and maintains cooperative working relationships with the public, co-workers and outside agencies.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of employee supervision and training.
- Maintenance principles, practices, tools and materials for maintaining parks, grounds and facilities.
- Safety principles and practices applicable to the performance of the grounds services function.
- Applicable Federal, State and local laws, ordinances, regulations and guidelines relevant to assigned duties.
- Principles of contract administration for grounds maintenance.
- The knowledge of safe operations and maintenance techniques of a variety of light, medium and heavy construction and related equipment, Town vehicles, hand and power tools and power equipment.
- Basic principles and practices of budgeting and capital improvement program development.
- English grammar, punctuation, spelling, usage and vocabulary; modern office practices and knowledge of office computer applications.

### **ABILITY TO**

- Plan, schedule, assign, provide training and oversee the complete activities of the grounds services personnel.
- Use techniques to provide individually and through subordinate staff a high level of customer service.
- Inspect the work of others and maintain established quality control standards.
- Ensure that subordinate staff follow all applicable safety procedures and recommend changes and improvements to said procedures.
- Perform basic construction, modification, grounds maintenance and repairs of parks equipment, landscaped areas and athletic fields grounds such as those found in the Town.
- Assist in developing and implementing goals, objectives, policies, practices, procedures and work standards.
- Understand, interpret and effectively communicate both orally and in writing, pertinent department policies and procedures.
- Maintain accurate logs, records, written reports; prepare clear and concise reports and written materials.
- Troubleshoot maintenance problems and determine materials and supplies needed for repair.
- Read, prepare and interpret construction drawings, specifications and equipment instructions and manuals; develop cost estimates and material needs.
- Analyze, evaluate, research and recommend new service delivery methods, procedures and techniques.
- Perform all routine and complex duties of the grounds services division.
- Use English effectively to communicate in person, over the telephone and in writing and understand and follow oral or written instructions.

- Establish and maintain effective working relationships with those contacted in the course of work for the grounds services division.

### **EDUCATION AND EXPERIENCE**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to attain the required qualifications would be:*

Equivalent to the completion of twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in parks and facilities maintenance and repair or related field and five (5) years of experience of increasingly responsible experience in construction, maintenance, or repair of parks and landscapes, buildings and facilities or general construction, including two (2) years of lead or supervisory experience.

### **LICENSE(S)**

Valid California class C driver's license with satisfactory driving record. May be required to obtain the following within a timeframe established by the Town.

- 1) A valid California class B driver's license;
- 2) A California Pesticide Qualified Applicators License;
- 3) Certified Playground Safety Inspection (CPSI) certification

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring 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 and inspect work sites. Employees must possess the ability to carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Participates in after-hours emergency response and on-call and callback assignments.