

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: SUPERVISOR OF GROUNDS
Employment Category: Management/Supervisory

Salary Range: 18
FLSA Designation: Exempt

Job Summary:

Under direction, plans, coordinates and supervises the District grounds maintenance operations; plans, inspects, reviews, monitors and evaluates the performance of grounds personnel.

Essential Job Functions:

- **Assists** in budget development and maintenance for the purpose of providing estimates and recommendations as required; and, ensuring funds are utilized in accordance with applicable Federal, State, local and district policies, procedures and guidelines.
- **Communicates**, guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Coordinates** communication and activities with administrators, public safety agencies, local utilities, vendors, suppliers, architects, contractors, etc. for the purpose of ensuring the highest level of service in programs designed for the beautification, maintenance and cleanliness of all district landscaped areas.
- **Inspects** and monitors grounds for the purpose of ensuring necessary maintenance, mowing, weed control, fertilization, pruning, trimming and control of pests and insects is performed on a regular basis.
- **Manages**, supervises, selects and evaluates grounds personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations and input on hiring, firing, problem identification and resolution.
- **Plans**, develops and implements training programs for grounds maintenance personnel for the purpose of ensuring adequate training and assistance is provided as needed in order to provide proper maintenance and care of district grounds.
- **Prepares** and implements district grounds maintenance (e.g. mowing, planting watering and irrigation schedules, etc.) for the purpose of ensuring adequate maintenance and care of district facilities and grounds.
- **Prepares** and maintains records and reports related to grounds maintenance for the purpose of ensuring compliance with applicable rules and regulations and accurate documentation of information as required.
- **Procures** and monitors parts, materials and supplies used in grounds maintenance for the purpose of ensuring availability of required equipment and supplies; and, proper operation and maintenance of equipment and vehicles.
- **Reviews** and oversees work orders, plans and ongoing projects (e.g. striping of athletic areas and other landscaping markings, etc.) for the purpose of coordinating and supervising work performed by assigned personnel; ensuring the efficient and effective operation of the department.

Other Job Functions:

Assists and coordinates with other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to supervise personnel, services and projects. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill to safely operate power equipment such as mowers, tractors, graders, and dump trucks. Knowledge of techniques, supplies, tools and equipment used in cultivating, spraying, pruning and maintaining lawns, shrubs, trees, ornamental shrubs and plants. Knowledge of lawn pests, insects, and diseases and the methods used in their control and eradication. Knowledge in the methods of preparing soil for planting, proper and safe methods for the handling and application of herbicides, insecticides and fungicides. Knowledge of computer operated and automatic irrigation controls, computer hardware and software and applicable programs. Ability to plan, organize, supervise and motivate personnel, develop accurate and timely written or oral reports, estimate time and materials needed to complete projects, make arithmetic calculations, and analyze situations accurately and adopt an effective course of action.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 30 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise=Mowers, tractors, chain saws, trimmers; Vibration (driving). Other Hazards=Mechanical=Chain saws, trimmers, lawn mowers. Electrical=electrical equipment; Burns=chemicals, hot equipment. Other Atmospheric Hazards: Fumes=tractors, mowers, chainsaws. Mists=Sprinklers. Odors=Garden chemicals, pesticides. Protective Clothing/Devices: Gloves, safety glasses, dust mask, back belt.
- **Education and Training Required:** High School graduate or equivalent supplemented by training in landscape design, horticulture, gardening or closely related field and six (6) years of experience in gardening and grounds maintenance work which included experience in the operation and service of power landscaping equipment and two (2) years of supervisory experience.
- **Licenses, Certifications, Bonding, and/or Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Valid Class B California driver's license.
 - Tuberculosis clearance.
 - Structured testing process in order to establish eligibility list.

Personnel Commission: 10/13/98
Board of Education: 10/20/98
Salary Modification: 07/01/00
Personnel Commission: 01/26/06