

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: AREA SUPERVISOR-GROUNDS

BASIC FUNCTION:

Under the direction of the Manager-Grounds, schedule, coordinate, inspect and participate in the activities of grounds maintenance crews involved in the in the beautification of grounds and landscaped areas at school sites and other District facilities; train and supervise the performance of assigned staff.

ESSENTIAL FUNCTIONS:

Schedule, coordinate, inspect and participate in the activities of grounds maintenance crews involved in the in the beautification of grounds and landscaped areas at school sites and other District facilities.

Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure substitute coverage as necessary; review scheduled work at various sites.

Confer with site administrators and assigned supervisor regarding the beautification of District grounds and landscaped areas; prepare and adjust work schedules to fit the needs of assigned site; receive, screen, prioritize and respond to the grounds maintenance needs of District staff.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Develop conceptual grounds and landscape plans and related cost estimates; supervise the implementation of grounds maintenance and landscape projects.

Operate and maintain a variety of power and hand tools and motorized equipment including edgers, weed eaters, trimmers, chain saws and blowers; operate and maintain a tractor with attachments for flailing, rototilling, scraping, post hole digging and for aerating lawns; operate ride-on gang mower at an assigned group of sites for mowing large grass areas.

Operate a District truck and trailer to haul and distribute sand and dirt and grounds equipment and materials as assigned by the position.

Oversee the transporting of equipment to schools; assure the timely and scheduled servicing, lubricating and minor maintenance of grounds equipment.

Determine needed equipment, materials and supplies for grounds operations; requisition a variety of supplies, tools and equipment according to established procedures; maintain proper inventory levels of grounds supplies and equipment; assist in budget development as assigned.

Prepare and maintain a variety of records and reports related to assigned activities and personnel.

Perform general grounds maintenance work such as fertilizing, pruning, spraying, reseeding and grounds cleanup.

Respond to or coordinate a response to emergency calls after hours as assigned.

Install and maintain playground equipment.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and groundskeeping work.

Principles of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Irrigation systems, computerized time clocks and various types of sprinkler heads.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Pruning techniques and methods.

Methods and materials used in controlling pests, insects and weeds.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.

Proper lifting techniques.

Record-keeping and report preparation techniques.

Applicable laws, codes, rules and regulations related to assigned activities.

ABILITY TO:

Schedule, coordinate, inspect and participate in the activities of grounds maintenance crews involved in the beautification of grounds and landscaped areas at school sites and other District facilities.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flowerbeds, athletic fields and other landscaped areas.

Operate hand and power tools and other equipment used in grounds maintenance.

Perform maintenance on grounds maintenance equipment.

Apply fertilizers and pest control methods to control and eradicate weeds, insects and other pests.

Work independently with little direction.

Read and understand landscape blueprints and plans.

Apply and explain applicable laws, codes, rules and regulations related to assigned activities.

Observe legal and defensive driving practices.

Perform heavy physical labor.

Use proper lifting methods.

Observe health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Plan and organize work.
Speak, read and write English at a level required for satisfactory performance.
Maintain consistent, punctual and regular attendance.
Climb ladders and work from heights.
Stand for extended periods of time.
Move hands and fingers to operate a variety of hand and power tools and heavy equipment.
Hear and speak to exchange information.
See to perform grounds work.
Walk over rough or uneven surfaces.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, stoop, kneel or crouch.
Perform heavy physical labor.
Dig.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: three years of increasingly responsible grounds maintenance experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A driver's license.
Incumbents in this position must possess a valid Qualified Applicator Certificate issued by the State Department of Food and Agriculture within 120 days of employment and maintain certification throughout employment in this classification.
Floor-lift 60 pounds.

WORKING CONDITIONS:

ENVIRONMENT:
Outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease, gases.
Emergency call-out.
May be required to drive as needed.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris.

Exposure to chemicals and fumes.