

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: AREA SUPERVISOR—M&O WATER QUALITY

BASIC FUNCTION:

Under the direction of the Manager-Grounds, schedule, coordinate, inspect and participate in the activities of grounds maintenance crews involved in the irrigation and water quality 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 irrigation and water quality 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 water quality; 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 irrigation, grounds, maintenance, and landscape projects.

Operate and maintain a variety of power and hand tools and motorized equipment utilized in the irrigation field including a trenching machine, backhoe and tractor; utilize troubleshooting tools such as volt meter and valve locator.

Oversee and assist in the development and implementation of the district energy/utilities management program; including the operation and management of a centrally controlled computerized irrigation control system.

Review plans and specifications and serve as technical resource for irrigation systems management and water conservation.

Promote water consumption awareness within the District.

Work with all levels of District staff to make recommendations and/or adjustments to resolve a variety of irrigation problems and issues; make site visits to survey landscape and soil conditions, determine and implement site requirements, and observe effectiveness.

Determine needed equipment, materials and supplies for the 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.

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:

Knowledge of principles, operating, and maintenance requirements of irrigation pumps, motors and internal combustion engines; basic principles and methods used generally in the mechanical and electrical fields; principles of basic mathematics, basic algebra, and basic chemistry; safe and efficient work practices as they are related to mechanical and electrical equipment.

Principals 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, irrigation, maintenance crews involved in the beautification of grounds and landscaped areas at school sites and other District facilities.

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 surface.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, stoop, kneel or crouch.
Perform heavy physical labor.

EDUCATION AND EXPERIENCE REQUIRED:

High School Diploma or GED. Two-year experience in operation of wells, pumping stations and back-flow prevention and maintenance. Any combination equivalent to: three years of increasingly responsible irrigation grounds maintenance experience including one year in lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license. Possession of or the ability to, within 120 days of employment, possess and maintain a valid qualified Water Treatment Operator Grade I Certificate and a Water Distribution Operator Grade II Certificate; within 150 days of employment, must possess and maintain a valid AWWA Back-flow Prevention Assembly Test Certificate and have the ability to lift 60 pounds.