

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: GROUNDS MAINTENANCE SUPERVISOR (Range S-25)

BASIC FUNCTION:

Under the direction of an Assistant Director, plan, organize, coordinate and supervise the grounds maintenance activities for the District greenscape and hardscape and related facilities; prioritize, schedule and assign grounds maintenance work; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct the grounds maintenance activities; prioritize, schedule and assign grounds maintenance work; drive a vehicle to inspect completed work and work in progress. *E*

Install and maintain irrigation systems; draw blueprints, install, repair and renovate fields and planting irrigation systems. *E*

Review, evaluate and make recommendations for new landscaping, removal and replacement of trees, shrubs and turf. *E*

Oversee the application of pesticides and herbicides; schedule application according to established procedures. *E*

Receive and review incoming job orders; plan, organize, prioritize and schedule grounds maintenance, concrete and asphalt installation, playground equipment installation and special projects; estimate cost of materials and labor according to established procedures. *E*

Coordinate and assign the installation and repair of fences; oversee and review the painting of parking lot lines, arrows, speed bumps and graffiti removal. *E*

Train, supervise and evaluate of assigned personnel; make recommendations concerning staffing; interview, select, terminate and discipline assigned staff as necessary. *E*

Arrange setting up of playground equipment. *E*

Communicate with District personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding grounds maintenance and special projects work; coordinate with outside contractor related to special projects according to established guidelines. *E*

Research, evaluate and confer with vendors for the purchase of nursery stock, trees, shrubs, turf, supplies, materials and equipment; order supplies and materials according to established procedures. *E*

Supervise pouring of concrete and repairing and paving of asphalt. *E*

Prepare and maintain records and reports of department operations and activities such as attendance, time sheets, inventory and other related documentation as directed. *E*

Conduct and supervise safety surveys on playground equipment, concrete and asphalt.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods of propagation, cultivation, pruning, and caring for plants, flowers, trees, shrubs and turf.
Landscape and hardscape design.
Methods of preparing soil for planting.
Plant diseases and pests and eradication.
Safe concrete, asphalt and playground equipment installation, maintenance and repair.
Proper uses and applications of various fertilizers.
Herbicides and other chemicals used in grounds maintenance.
Methods, equipment and materials used in gardening and groundskeeping work.
Principles of training and providing work direction.
Technical aspects of field of specialty.
Record-keeping techniques.
District organization, operations, policies and objectives.

ABILITY TO:

Plan, organize, coordinate and supervise the grounds maintenance activities.
Interpret landscape and hardscape blueprints.
Make minor and major repairs on concrete and asphalt and install playground equipment.
Plan, organize and schedule groundskeeping activities and personnel.
Operate hand and power tools and other equipment used in grounds maintenance.
Train, supervise and evaluate personnel.
Observe health and safety regulations.
Observe legal and defensive driving practices.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain routine records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years gardening and grounds maintenance work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid pesticide applicator's license, preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

Outdoor work environment.
Driving a vehicle to conduct work.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to read landscape blueprints.
Sitting or standing for extended periods of time.
Walking over rough or uneven surfaces.
Dexterity of hands and fingers to operate specialized equipment.

HAZARDS:

Chemical fumes.