

Job Title: Grounds Supervisor
Department: Physical Facilities & Maintenance
Reports To: Custodial & Grounds Coordinator II
FLSA Status: Exempt
Salary Schedule: EC lane 03



SUMMARY

As directed by the Custodial & Grounds Coordinator II, the Grounds Supervisor responsible for the direction of the District Grounds Crew. The incumbent is responsible for all grounds belonging to the Washington County School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Supervises and works with all of Grounds Crew personnel and holds regular staff meetings.

Interviews and selects of new Grounds Crew Personnel with the Coordinator II.

Researches and prepares long-term staffing plans.

Oversees training of new grounds crew personnel and custodians assigned to grounds.

Works with Custodial Coordinator on yearly priority requests.

Coordinates safety meetings on operation of all equipment by ground employees.

Attends meetings, seminars, training, etc. related to grounds supervision, grounds maintenance including sports field maintenance.

Oversees general maintenance and regular mowing of lawns, trimming of trees, and grounds maintenance.

Designs and implements fertilization and chemical application programs, and attends annual pesticide classes for certified pesticide applicators.

Directs aeration, fertilizer and reseeding programs.

Monitors water usage, conducts water audits, implements practices for water savings and researching irrigation technology.

Monitors and adjusts central irrigation controllers in consultation with building custodians and Energy Education Specialists.

Works with Landscape Architects to inspect, and recommend for approval, changes in landscape, sprinkler and design applicable for our location.

Manages and inspects new landscapes, sprinklers, and grounds construction or replacement and has a working knowledge of irrigation pumps, wells and filtration systems.

Designs and contracts for designs for above listed projects and oversee and approve in house or outsourced installations as directed by Custodial Coordinator.

Maintains School District fencing and oversees fencing installation projects.

Works with Custodial Coordinator to receive bids and negotiate purchase and yearly supply and maintenance contracts for items and services such as, but not limited to, sprinklers, fertilizers, chemicals, seed, sod, gravel, landscape rock, topsoil, sportsfield products, and tree trimming.

Directs various members of the Grounds Crew in a clear, respectful and concise manner.

Schedules jobs effectively to insure maximum efficiency of crew and equipment.

Uses computers, drafting materials, and all equipment necessary for the direction of the Grounds Crew and the planning of projects.

Directs and works with Maintenance Mechanic and Crew Leaders on the regular inspection, cleaning, maintenance, and replacement of grounds equipment.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work, appraising performance, rewarding and disciplining employees respectfully, addressing complaints and resolving problems in consultation with the Custodial Coordinator.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility over the Grounds employees.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to design landscape plans and sprinkler systems. Ability to relay instructions to crew members. Ability to communicate clearly with supervisor, school personnel, contractors, sub contractors, architects, inspectors, engineers, and public.

Ability to do advanced math. Ability to be able to design workable sprinkler systems and landscape designs using various measures such as gallonage, friction loss, pressure, velocity, length, diameter, gauge, amperage, area, volume, caliper height, and other plant measurements consistent with accepted horticultural trade practices.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Must understand and have a working knowledge of applicable horticulture, landscaping, plant diseases, installation and design of irrigation systems (both sensor based and weather station controlled systems), nutrient injection systems, and repair and maintenance of ground equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have or obtain within a year a Utah CDL license and a Certified Irrigation Technician certificate.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions; extreme cold; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually high. Workday may entail up to ten hours.

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| Prepared By: Maintenance Department | | Date: 01/13/2005 |
| Approved By: Executive Director, Human Resources | | Date: 01/13/2005 |
| <input type="checkbox"/> Reviewed | <input checked="" type="checkbox"/> Revised | By: Maintenance Department Date: 07/01/2008 |

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| <input type="checkbox"/> Reviewed | <input checked="" type="checkbox"/> Revised | By: Executive Director, Secondary Ed & PF | Date: 10/19/2020 |
| <input type="checkbox"/> Reviewed | <input checked="" type="checkbox"/> Revised | By: Maintenance Director | Date: 03/31/2022 |

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

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| Print Name: | Date: |
| Employee Signature: | |