

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: GROUNDS MAINTENANCE SUPERVISOR

#### BASIC FUNCTION:

Under the direction of the Grounds and Operations Supervisor, plan, organize and coordinate District grounds maintenance; assign, supervise and evaluate the work of grounds maintenance personnel; confer with administrators, faculty, parent groups and other groups to resolve issues and coordinate grounds maintenance projects.

#### REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct the work of assigned Grounds Maintenance personnel at sites throughout the District; develop daily work schedules and assign to personnel; travel to District sites to evaluate work to be performed and to inspect completed work. **E**

Review requests for grounds keeping and gardening projects; evaluate and determine work and repairs to be performed; recommend best procedures or methods for completing jobs; request needed equipment, tools, supplies and materials. **E**

Communicate with District and site administrators, faculty, parent groups and other groups regarding repair needs, work orders, supplies, pesticide applications and grounds maintenance projects; prioritize and schedule work to be performed; resolve issues as needed. **E**

Interact with other maintenance personnel to coordinate the maintenance and repair of grounds equipment, vehicles and tools; notify irrigation personnel of needed repairs to irrigation systems; set irrigation timer controls. **E**

Train, supervise and evaluate assigned personnel in skilled grounds maintenance and gardening work involving planting, cultivating, pruning, fertilizing and irrigating flowers, trees, shrubs hedges and lawns. **E**

Operate grounds maintenance power equipment including backhoe, tractor, tractor and riding mowers, truck, chipper, renovator, stump grinder, fork lift, hedge trimmer, edger, sod cutter, sweeper, rototiller, chain saw and hand and power tools. **E**

Inspect plants and trees for diseases and pests; inform chemical applications personnel of damaged or dying plants. **E**

Inspect and verify that equipment is in safe operating condition; maintain grounds areas in a safe, clean and orderly condition. **E**

Prepare and maintain a variety of records related to work performed including work orders, supplies used, time and labor costs. **E**

Assist in the selection of grasses, plants, shrubs and other vegetation; direct the preparation and treatment of soils; direct and participate in the application of chemicals for the control of pests and plant diseases.

Assist in recommendations related to staffing levels and purchase of equipment and supplies; review and revise work methods and procedures to assure efficiency, cost-effectiveness and compliance with established policies, regulations and standards of the District.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Requirements for proper maintenance of District grounds.

Methods, materials, tools and equipment used in grounds keeping and gardening.

Methods used in planting, pruning, cultivating, fertilizing and caring for plants, flowers, shrubs, trees and lawns.

Principles and practices of supervision and training.

Plant and tree diseases and pests common to the area.  
Basic shop math.  
Operation and maintenance of hand and power tools and equipment used in grounds keeping.  
Methods and materials used in controlling pests, insects and weeds.  
Policies and objectives of assigned program and activities.  
Appropriate safety precautions and procedures.  
Proper methods of storing equipment, materials and supplies.  
Proper lifting techniques.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping techniques.

**ABILITY TO:**

Plan, organize and coordinate grounds maintenance personnel and operations.  
Train, assign work, supervise and evaluate personnel.  
Analyze situations accurately and adopt an effective course of action.  
Inspect and verify proper and safe work practices and procedures.  
Estimate materials, labor and time needed to complete work assignments.  
Perform specialized grounds keeping duties in the care and maintenance of District grounds.  
Work independently with little direction.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Operate hand and power tools and other equipment used in grounds maintenance.  
Apply specialized chemicals to control and eradicate weeds, insects and other pests.  
Understand and follow oral and written directions.  
Communicate effectively with others.  
Maintain routine records.  
Observe legal and defensive driving practices.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible grounds maintenance and gardening experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; valid State Qualified Applicator's Certificate (Category B). Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor environment; subject to driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Heavy physical labor, bending at the waist, walking over rough or uneven surfaces, stretching, pushing, pulling, lifting and carrying objects weighing up to 75 pounds, standing and walking for extended periods of time, and dexterity of hands and fingers to operate grounds equipment and tools.

**HAZARDS:**

Exposure to pesticide and herbicide chemicals, fumes and noise from vehicle and equipment operation, dust, dirt, oil/grease, gases, working with or around machinery with moving parts, and extreme weather conditions.