

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: GROUNDS AND OPERATIONS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Project Manager, plan, organize, coordinate and oversee the day-to-day grounds and construction maintenance activities to assure the proper maintenance and repair of District grounds and playground facilities; assure proper maintenance of fencing and playground equipment; train, supervise and evaluate assigned personnel; grounds maintenance activities for the District; assure the proper care, cleaning and maintenance of grounds and facilities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and oversee the day-to-day grounds and assigned construction maintenance activities to assure the proper maintenance and repair of District grounds and playground facilities; assure proper maintenance of fencing and playground equipment. **E**

Train, supervise and evaluate the performance of assigned maintenance and skilled trades staff; assign and review work; participate in the selection of new personnel. **E**

Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned. Approve and supervise work performed by outside contractors. **E**

Develop and prepare work schedules; review maintenance reports and work orders; prioritize work orders and coordinate duties and assignments to assure effective work flow; coordinate responses to emergency calls. **E**

Prepare and submit recommendations related to staffing levels, purchase of equipment and supplies and construction projects; adjust work schedules per changes in student enrollment. **E**

Participate in establishing and implementing preventive maintenance programs and activities. **E**

Conduct inspection of grounds and playground facilities; instruct staff in safe work practices; drive to various sites to inspect grounds. **E**

Estimate the cost of labor, materials and equipment needed for major projects; contact outside contractors for quotations. **E**

Communicate with District and site administrators, vendors and contractors, sales representatives and others regarding cleaning and repair needs, work orders, supplies, materials and pesticide application. **E**

Operate and demonstrate the proper use of various grounds equipment and tools; operate a computer and other office equipment as assigned. **E**

Oversee the department budget; monitor expenditures. **E**

Assist in determining needed equipment, material and supplies for District grounds maintenance operations; requisition a variety of supplies, maintenance tools and equipment.

Review and revise work methods and procedures to assure efficiency, cost-effectiveness and compliance with established regulations, policies and standards of quality. **E**

Assure the preparation and maintenance of required records, reports and statistics. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, tools, materials, equipment and practices utilized in grounds maintenance work.

Common plants and trees.

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

Principles and practices of supervision and training.

Record-keeping techniques.

Health and safety regulations.

District grounds maintenance operations, policies and objectives.

Technical aspects of field of specialty.

Grounds maintenance equipment needed to maintain a school district.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Technical aspects of field of specialty.
Interpersonal skills using tact, patience and courtesy.
Chemicals used in grounds maintenance.

ABILITY TO:

Plan, organize, coordinate and oversee the day-to-day grounds and construction maintenance activities to assure the proper maintenance and repair of District grounds and playground facilities; design and implement grounds maintenance programs.
Assure proper maintenance of fencing and playground equipment.
Train, supervise and evaluate assigned personnel.
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.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Maintain routine records.
Establish and maintain cooperative and effective working relationships with others.
Plan and coordinate the work of grounds personnel and crews.
Initiate and implement industrial safety procedures.
Estimate materials and supplies needed.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Read, interpret and follow rules, regulations, policies and procedures.
Work from blueprints, shop drawings and sketches.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of increasingly responsible—grounds maintenance and gardening experience, including one year in a lead or comparable capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; 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:

Office; Indoor and outdoor environments; subject to driving a vehicle to conduct work. Seasonal heat and cold or adverse weather conditions. Regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information, seeing to inspect grounds, heavy physical labor, walking over rough or uneven surfaces, lifting, carrying, pushing or pulling heavy objects, dexterity of hands and fingers to operate grounds tools and equipment, standing for extended periods of time.

HAZARDS:

from pesticides and herbicides; working around and with machinery having moving parts.