

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Grounds Supervisor

BAND	GRADE	SUBGRADE
B	3	2
DEPARTMENT: Grounds	ACCOUNTABLE TO: Facilities Supervisor	FLSA STATUS: Exempt
<p>CLASS SUMMARY: Incumbent is responsible for supervising day to day operations in grounds maintenance activities. Duties include: supervising staff to include scheduling and assigning work, resolving personnel conflicts and conducting performance evaluations; tracking timesheets; ordering materials, supplies and equipment; troubleshooting landscaping problems; supervising contractors and construction projects; assisting in preparing the department budget; tracking expenditures; filling out work orders; coordinating grounds maintenance activities; and, meeting with vendors and contractors.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Grounds Supervisor is the fourth level in a four level grounds maintenance series. The Grounds Supervisor is distinguished from the Grounds Specialist by its supervisory responsibilities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include scheduling and assigning work, resolving personnel conflicts, conducting performance evaluations, training, documentation of employee matters, and making recommendations on hiring and firing.	Daily	B3
2.	Supervises day to day operations to include filling out work orders, turning in invoices, signing and tracking time sheets, signing absent requests, and answering phone and e-mail.	Daily	B2
3.	Troubleshoots landscaping issues including sprinkler irrigation, flood irrigation, electronic irrigation controllers, grade problems, and turf and plant diseases.	Daily	B2
4.	Purchases materials for landscape maintenance, athletic field maintenance, construction projects, and play equipment repair.	Daily	B2

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5.	Provides information and guidance to organizations using District facilities.	Weekly	B2
6.	Develops maintenance standards and policies for departments; informs personnel of new or modified standards.	Weekly	B2
7.	Oversees contractors and new construction projects by working with architects, parent organizations, and project personnel; performs final inspection.	Monthly	B2
8.	Assists and advises with the preparation of budgets and all Grounds expenditures.	Monthly	B2
9.	Oversees and schedules herbicide applications.	Monthly	B2
10.	Meets with vendors and contractors to determine scope of work and types of materials and equipment to be purchased.	Monthly	B2
11.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Landscaping techniques;
- Supervisory practices and techniques;
- Herbicide application and chemicals;
- Basic mechanical functions of tractors, mowers, and other grounds equipment;
- Safety policies including State and Occupational Safety and Health Administration.

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Skills (position requirements at entry):

Skill in:

- Supervising, scheduling, and evaluating employees;
- Overseeing and coordinating grounds maintenance activities;
- Troubleshooting landscaping issues;
- Training employees on a variety of landscaping and irrigating equipment;
- Using office equipment such as telephones and calculators;
- Using computers and related software applications;
- Using grounds equipment such as mowers, trucks, measuring wheel, and familiarity with other grounds equipment;
- Reading blueprints;
- Calibrating equipment for spraying herbicides and spreading fertilizers;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and five years of grounds maintenance and landscaping experience, including one year of lead experience; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, chemicals, extreme temperatures, and intense noises.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (ARK)

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