

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: GROUNDS SUPERVISOR

#### BASIC FUNCTION:

Under the direction of the Director-Maintenance, Operations and Construction, plan, coordinate, supervise and participate in the grounds maintenance and gardening services of District grounds and landscaped areas; train, supervise and evaluate the work of assigned personnel.

#### REPRESENTATIVE DUTIES:

Plan, coordinate, supervise and participate in the grounds maintenance and gardening services of District grounds and landscaped areas. **E**

Confer with a variety of District personnel in the planning, directing and coordinating of the District grounds maintenance and groundskeeping operations. **E**

Communicate with a variety of personnel, departments, vendors and outside organizations to discuss and coordinate operations and activities related to grounds maintenance or to purchase appropriate materials and equipment; attend trade shows, seminars and special classes as appropriate. **E**

Plan and prioritize work assignments and schedules; train, supervise and evaluate grounds personnel and participate in the safe and proper operation of materials, tools and equipment including pesticides. **E**

Supervise and participate in various grounds maintenance and gardening services for District grounds and landscaped areas. **E**

Purchase and maintain inventory of supplies, materials and equipment used in the grounds maintenance functions; test new products and recommend the purchase of related equipment and supplies. **E**

Perform landscape design activities; determine appropriate shrubs, trees and various plants; design irrigation systems; redesign athletic fields and other areas; supervise the installation of landscape designs by outside contractor and landscape architects. **E**

Inspect and supervise the installation and maintenance of playground equipment; assure the safe installation of related equipment. **E**

Inspect and test irrigation systems and assist in the maintenance and repair of automatic sprinkler systems; assure proper irrigation pressure levels and operation of equipment; order parts as necessary. **E**

Perform skilled maintenance and construction activities; operate, maintain and repair a variety of hand and power equipment including trucks, tractors, small hand, gardening and maintenance tools, irrigation tools and other grounds maintenance equipment. **E**

Inspect grounds and landscaped areas to assure compliance with established methods and procedures of grounds maintenance; determine need for mowing, fertilizing, pruning and renovation. **E**

Maintain a variety of records, including grounds personnel attendance and time use reports; assist in the preparation of grounds maintenance budget. **E**

Supervise and assist in laying out, marking and maintenance of athletic fields; set up equipment and facilities for special events.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Methods, tools and materials used in the propagating, cultivating, pruning and maintenance of plants, flowers, shrubs, trees and lawns.

Methods of preparing soils for planting.

Types of fertilizers and proper usage.

Basic computer operation.

Plant diseases and pests common to the area and methods and materials used in eradication and control.

Irrigation and landscape design.

Playground equipment safety laws and regulations.

Rules and regulations of pesticide applications.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.

Technical aspects of field of specialty.

District organization, operations, policies and objectives.

ABILITY TO:

Supervise and participate in the grounds maintenance and gardening services of District grounds and landscaped areas.

Train, supervise and evaluate personnel.

Plan and prioritize work loads and schedules.

Operate a variety of tools and equipment used in grounds maintenance work.

Utilize appropriate pesticides and other sprays according to State laws and regulations.

Understand and work from sketches and blueprints.

Perform skilled maintenance and construction activities.

Evaluate and determine landscape and grounds maintenance requirements.

Understand and follow oral and written directions.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Work independently with little direction.  
Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years experience in grounds maintenance work including one year in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Qualified Commercial Applicator's License issued by the State of California Department of Food and Agriculture.  
California Agriculture Pest Control Advisor's License.  
Forklift certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Indoor and outdoor work environment.  
Adverse weather conditions.  
Driving a vehicle to conduct work.  
Noise from equipment operation.

**PHYSICAL ABILITIES:**  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Lifting heavy objects.  
Walking over rough or uneven surfaces to conduct inspections.  
Kneeling or crouching to install and inspect irrigation systems.

**HAZARDS:**  
Working around and with machinery having moving parts.  
Fumes from vehicle and equipment operation.