

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: SUPERVISOR, GARDENING AND GROUNDSKEEPING**

#### **BASIC FUNCTION:**

Under the direction of the Director, Maintenance, Operations and Facilities, organizes, directs and participates in operations and activities involved in groundskeeping functions; supervises and evaluates the gardening and groundskeeping crew; plans, develops, and coordinates the site landscape maintenance; assists in the planning, construction and maintainance of efficient irrigation systems; oversees and maintains safe and attractive ground areas and athletic fields; assumes the responsibilities of the Director in his/her absence as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Communicates with administrators, personnel and outside organizations to coordinate activities, maintaining services and programs, exchange information and resolve issues or concerns.

Coordinates personnel, communications and information to meet organizational needs and assure smooth and efficient activities; confers with staff regarding maintenance and repair needs, projects and work order status; assures proper and timely resolution of maintenance and repair issues.

Coordinates with custodial, maintenance and operations, site administrators and athletic coaches to adjust irrigation schedules and prepare athletic fields; designs and installs a variety of landscape projects including irrigation systems, reinforced masonry projects landscapes.

Develops, maintains and updates records of spraying including related schedules, dates and chemicals used in compliance with meeting State requirements.

Maintains irrigation site maps and site plans for stormwater drainage; repairs irrigation systems and components including valves, wiring and sprinkler clocks to assure that equipment and components are in proper working order.

Operates heavy equipment including a fork lift, back hoe, yard tractor, ride on and push mowers, ditch witch, weed whips, chippers and rototiller; estimates and procures materials, equipment and staff resources accordingly; monitors and assures adequate levels of equipment and supplies; maintains tools and equipment in safe and operating condition; operates a computer and assigned software; drives a vehicle to conduct work.

Organizes and directs operations and activities involved in groundskeeping functions; assists in assuring related activities comply with established laws, codes, rules, regulations, policies and procedures; oversees groundskeeping activities and assures projects are completed in a safe and efficient manner in compliance with State and Federal regulations; assures that required reports are submitted properly.

Participates in the selection of a wide variety of third party vendors including architects, engineers and other professional services providers in accordance with District objectives.

Participates in various activities involved in groundskeeping functions; applies pesticides and-fertilizers and posts notices according to established procedures; cleans landscaped areas and related items; plants a variety of landscaping materials including lawns, shrubbery and flowers; installs sand, bark and rubber around playground structures; prepares ground areas for assemblies, recreational activities and special events.

Performs pest control functions in order to meet established treatment thresholds in compliance with applicable laws and regulations.

Prepares and maintains a variety of reports, records and files related to work orders, projects, inventory, inspections, personnel, attendance and related duties as assigned.

Recommends policies, procedures and actions in accordance with meeting District goals and objectives.

Serves as an arborist for the District and performs related duties; serves as the District's I.P.M. (Integrated Pest Management) coordinator to meet requirements of the Healthy Schools Act.

Serves as the District's Municipal Stormwater point of contact, including the attendance of required meetings; trainings, developing and maintaining all records required to meet necessary regulations.

Supports the transporting of a variety of items in commercial vehicles and trailers as needed.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns employee duties and review work to assure compliance with established guidelines and procedures.

**OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable codes, ordinances, requirements, regulations and safety precautions.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Organization and direction of operations and activities involved in the general groundskeeping maintenance activities.

Policies and objectives of assigned programs and activities.

Principles and practices of supervision and training.

Proper methods, techniques, materials, tools and equipment used in the groundskeeping maintenance trades.

Requirements of maintaining buildings in a safe condition.

Requirements of maintaining buildings, facilities and equipment in good repair.

Technical aspects of field of specialty.

**ABILITY TO:**

Communicate effectively both orally and in writing.

Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Estimate material, labor, equipment and time requirements.

Inspect projects for accuracy, completeness and compliance with established specifications.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and timelines.

Operate a computer and assigned office equipment.

Organize and direct operations and activities involved in groundskeeping maintenance.

Plan and organize work.

Prepare records and reports related to assigned activities.

Train and evaluate the performance of assigned personnel.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and five years of experience in gardening, nursery, or grounds-maintenance work including some lead or supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.

Valid California Class C Driver's License and evidence of insurability.

Valid qualified Applicators Certificate with A, B and C Categories.

Valid Forklift Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Driving a vehicle to conduct work.

Exposure to fumes, dust, odors, oil, grease and gases.

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching.

Climbing ladders.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Heavy physical labor.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Reaching overhead, above the shoulders and horizontally.  
Seeing to inspect projects and read a variety of materials.  
Sitting or standing for extended periods of time.

**HAZARDS:**

Exposure to chemicals used in pest control and weed abatement.  
Traffic hazards.  
Working around and with machinery having moving parts.  
Working at heights.

**FLSA Status**

Exempt

**Approval Date**

2/25/2013, 9/28/17