



Grounds Supervisor Job Description

Job Title: Grounds Supervisor
Reports to: Director of Facility Services
Dept./School: Facility Services/Maintenance

Primary Purpose:

Supervise daily activities of grounds maintenance operation to ensure district grounds are safe, neat, and attractive.

Qualifications:

Education/Certification:

Valid Texas driver's license

Special Knowledge/Skills:

Knowledge of gardening and landscape maintenance
Ability to read and interpret blueprints and landscape plans
Ability to operate heavy equipment, including backhoe and trencher
Ability to operate riding or power mower, power tools, and hand tools
Ability to direct and supervise personnel and coordinate grounds operations

Experience:

Five years experience in gardening and landscape maintenance
Two years supervisory experience

Major Responsibilities and Duties:

Grounds Maintenance and Landscaping

1. Assign all grounds work and oversee completion.
2. Arrange for contract labor when work cannot be performed by district staff.
3. Assign priority to work orders and process them, including tracking of labor and material use.
4. Estimate the cost and time required for special projects and order materials.
5. Interpret blueprints, plans, and sketches to carry out landscape designs.
6. Establish care and watering schedules, including spraying, fertilizing, pruning, etc.
7. Operate and maintain equipment used for grounds operations, including backhoe, trencher, tractor, riding and power mowers, etc.
8. Inspect grounds and facilities and initiate needed repairs, including the building and repair of fences and gates.



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9. Install, test, adjust, and repair sprinkler systems.

Safety

10. Instruct assigned personnel on proper and safe use of tools and equipment.
11. Operate tools, equipment, and machinery according to prescribed safety procedures.
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Ensure that vehicles, equipment, and tools are in safe operating condition.
14. Inspect and adjust tools and equipment for safety and efficiency.
15. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment

16. Coordinate the storage and use of all grounds equipment, tools, and supplies.
17. Prepare, implement, and maintain preventive maintenance and repair procedures for grounds equipment and tools.
18. Order equipment and supplies and maintain accurate records.
19. Recommend replacement of existing equipment.
20. Conduct annual inventory of physical equipment and supplies.

Other

21. Work irregular hours and respond to after-hours emergency calls as needed.
22. Assist in preparation of department budget.
23. Assist in recruiting, screening, training, and evaluation of grounds employees.
24. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Other Duties as Assigned

25. Other duties could include working in other areas of the maintenance department to provide support during absences or shortage of staff in other trades or to perform duties associated with light construction projects.
26. Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Facility Services Department.



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Supervisory Responsibilities:

Supervise and evaluate work of groundskeepers.

Equipment Used:

Heavy equipment, including backhoe, trencher, and grader blade; tractor and mower; riding and power mower; gas-powered weed trimmer; blower; edger; sprayer; striping machine; garden and hand tools; aerator. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____