JOB DESCRIPTION

TITLE: CREW SUPERVISOR, GROUNDSKEEPING       SECTION: GROUNDSKEEPING

DEPARTMENT: TRADES AND SUPPORT

REPORTING RELATIONSHIP:

Reports to: Superintendent, Trades and Support

Supervises the following positions: Groundskeeping Crew

DEFINITION: Under direction, to supervise a crew of employees assigned to Groundskeeping. Assist in the overall operation of the Groundskeeping functions.

ESSENTIAL FUNCTIONS:

1. Assigns landscape maintenance assignments and monitors work in progress to ensure that jobs are completed within cost and time constraints.

2. Prepares cost estimates for future projects.


4. Drives District truck to job sites.

5. Insures that District safety practices and procedures are being implemented.

6. Communicates effectively with supervisor and groundskeeping crew. Conducts meetings when required.

7. Works in extreme weather conditions, including wind, heat and rain.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any training or experience that would meet the required knowledge and abilities. Four years of increasingly responsible Grounds maintenance experience including supervision is preferred.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Methods, tools, equipment, and procedures used in Grounds maintenance.
- Irrigation systems and repair techniques.
- Practices and procedures of planting and trimming shrubs and trees.
- Supervisory principles and practices.
- Local geography, locations and streets.
- District safety practices and procedures.
- Principles of supervision, training and shop organization.
- Principles of budgetary planning and control of expenditures.

Abilities:
- Plan, organize and direct the work of personnel engaged in groundskeeping activities.
- Estimate labor and material costs and requirements for major groundskeeping projects.
- Work cooperatively with others.
- Communicate effectively both verbally and in writing.
- Keep projects as close as possible within cost and time constraints.
- Coordinate, set schedules for all projects.
- Maintain communication with status of work in progress and when it is expected to be completed.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain. Uses two-way radio to communicate. Driving: Heavy.

2. Works in weather conditions including heat or rain.

3. Sits for prolonged periods of time.

See Human Resources for physical assessment form.