JOB DESCRIPTION

Coachella Valley Water District

Date: December 9, 2011

TITLE: Supervisor, Groundskeepers

SECTION: Groundskeepers

DEPARTMENT: Trades and Support

REPORTING RELATIONSHIP:

Reports to: Director of Trades and Support

Supervises the following positions: Groundskeeper, Groundskeeper I, Groundskeeper II, Groundskeeper III, Groundskeeper IV, Groundskeeper Crew Chief

DEFINITION: Will review work in progress and at completion, Estimates time and materials to complete job, makes daily assignments and work orders, responds to citizen and in-house complaints. Will evaluate employee performance and conducts employee performance reviews.

Duties include entering data into pc, directing training, reviewing timesheets, and writing incident reports in cases of injury or damage, and other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Supervises groundskeeping staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

2. Plans, organizes, and supervises grounds maintenance activities and services; provides technical guidance and expertise regarding grounds maintenance activities.

3. Performs job site inspections to ensure employees are on task and performing required activities to ensure desired outcomes; monitors employees to ensure adherence to applicable safety rules and regulations.

4. Prepares and maintains a variety of grounds maintenance records and reports; prepares related business correspondence as needed.

5. Performs field inspections to assess, plan and schedule future grounds maintenance activities.

6. Holds regular safety meetings with work crews. Insures that district safety procedures and policies are adhered to.

7. Prepares annual budget of items needed by building trades and major district projects.

8. Performs other duties of a similar nature or level.
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. Candidate will be required to attain an Arborist certificate within 24 months of having been selected for the position.

Experience: Any combination of training experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be to have 3 years of increasingly responsible experience in landscaping work, including work experience in a responsible supervisory capacity.

Knowledge of:
- Supervisory principles.
- Methods, equipment, and materials used in grounds maintenance.
- Applicable Federal, State, and Local laws, codes, rules, regulations, policies, and procedures.
- Safety practices and procedures.
- Characteristics of plants, trees, and grasses common to the area.
- Types and techniques of plant disease and pest control.
- Herbicide application and mixing

Abilities:
- Monitor and evaluate employee performance.
- Prioritize and assign work.
- Use computers and related software applications.
- Identify common park plants and trees.
- Read and interpret blueprints.
- Interpret and applying applicable laws, codes, rules, regulations, policies, and procedures.
- Prepare reports.
- Organize, coordinate, and supervise grounds maintenance operations.
- Communicate effectively with employees and supervision both verbally and in writing.

Education: High School diploma or equivalent. College level courses in supervision or management preferred.

PHYSICAL REQUIREMENTS:

Driving: Moderate

See Human Resources for physical assessment form.