

Sweetwater Union High School District

GARDENER-GROUNDS SUPERVISOR

Purpose Statement

The job of Gardening-Grounds Supervisor is done for the purpose/s of supervising the work of district/site gardeners/gardening crews; planning, organizing, and participating in the gardening/grounds maintenance work for school sites and other district buildings; and coordinating work with site administrators, other site staff and maintenance department staff.

Essential Functions

- Coordinates and participates in the gardening/grounds maintenance of school sites and other district buildings for the purpose of ensuring that jobs are completed safely, efficiently, and within established regulations; troubleshoots problem areas of gardeners work; ensures coverage for vacations, illness, etc.
- Supervises assigned personnel (e.g. hiring, training, supervising, evaluating, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring department goals are achieved.
- Evaluates landscaped areas, equipment, sprinkler systems and grounds for the purpose of identifying repairs and/or replacement needs, maintenance schedules and preventive erosion.
- Inspects completed work for the purpose of ensuring accuracy and compliance with work orders and relevant trade standards.
- Coordinates and participates in the application of pesticides and/or fertilizers and prepares related reports, for the purpose of eradicating insects, rodents, other pests, and weeds in accordance with established procedures.
- Provides training to gardeners for the purpose of maximizing the efficiency of the work force, and ensuring that assignments are completed in a safe and timely manner.
- Responds to grounds maintenance emergencies situations during and after hours for the purpose of determining and/or implementing appropriate actions required to resolve the situation(s).
- Procures a variety of equipment, supplies and materials (e.g. order, receive, store, monitor, etc.) for the purpose of maintaining inventory for district gardeners and ensuring availability of required items.
- Monitors work orders and assigned staff assignments to ensure stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- Transports grounds maintenance equipment (e.g. supplies, fertilizer, etc.) for the purpose of providing materials at job sites as required to complete tasks/job assignments.
- Prepares and maintains a wide variety of reports, documents/written materials, electronic files, and records for gardeners/gardening crews activities (e.g. budget, estimates for time/materials, work/purchase orders, status reports, etc.). for the purpose of documenting activities, providing an up to date reference and audit trail.
- Participates in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating equipment used in gardening maintenance

including operating heavy equipment, mowers, hand & power tools, etc.; adhering to safety practices; and operating standard office equipment including using computer and pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, techniques, materials, tools, and equipment used in gardening maintenance; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized processes. Ability is also required to work with a significant diversity of individuals and/or groups; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; working as part of team; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under some temperature extremes and some hazardous conditions.

Education/Experience

Any combination equivalent to high school diploma or equivalent and three years of gardening maintenance experience, including two years in a lead capacity.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid California Driver's License/Evidence of Insurability.
Qualified Applicators Certificate

Continuing Educ./Training

None Specified

Clearances

Pre-employment Medical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.

Supervisory Job Description

Adopted by BOT 8/30/11