

JOB DESCRIPTION

TITLE SUPERVISOR OF GROUNDS

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in the horticultural sciences or related areas from a four year college or university or five years of supervisory experience or the equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. General grounds/turf/tree/ornamental experience, direct supervisory experience in grounds/turf/tree/ornamental management field, scheduling work of employees, pricing and requisitioning of material, contract writing, implementation and management. Knowledgeable in general and S.W. Florida grounds/turf/tree/ornamental field. Ability to use a computer terminal, to calculate irrigation precipitation rates, fertilizer and pesticide rates and to calibrate spray equipment. Ability to use email.
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations, structural, mechanical, electrical and civil prints and manufacturer process and control diagrams. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, School Board Members and the general public.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, percentages and to interpret graphs.
Certificate/License	Ability to obtain a valid State of Florida Class B CDL license with air brake endorsement and a State of Florida Department of Agriculture lawn and ornamental license within six months of employment.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Maintenance and Operations

GENERAL RESPONSIBILITIES

1. Supervises all district grounds maintenance functions to ensure that the District's landscaping and turf are efficiently maintained to original or near original condition.
2. Provides support which ensures that the District's grounds are maintained as attractive, safe, healthy environment and meets standards of OSHA.

SPECIFIC RESPONSIBILITIES

1. Supervises grounds maintenance personnel to include Groundskeeper I and II, Utility Irrigation and Mechanic.
2. Assigns and follows up work orders with employees and site locations so they are completed in a timely fashion.
3. Implements fertilizer and pesticide applications, and aerations by schedule as needed at District sites.
4. Implements playground sand and ball field clay and amendment applications by schedule and as needed at District sites.
5. Maintains responsibility for the proper conditioning and layout of District P.E. fields for all athletic events such as football, soccer, baseball, track and cross country.
6. Writes, facilitates bidding, and implements annual palm and bi-annual hardwood tree trimming contracts for all district sites.
7. Writes, facilitates bidding, implements, supervises, inspects and signs off invoices for all contracted landscape services for the district.

8. Coordinates assigned projects from preparing bid specifications to contract implementation and successful closure.
9. Orders necessary materials, equipment, fertilizers, and pesticides to ensure the timely completion of scheduled and as needed irrigation and landscape maintenance work orders.
10. Places in warehouse stock those materials which are used on a daily basis according to levels which are cost efficient to the district.
11. Coordinates, implements, and maintains proper identification, control and/or removal of hazardous materials.
12. Outlines and implements training for personnel with respect to licensure and holds monthly safety meetings.
13. Provides support for the Facilities Department as needed to include review, recommendation, and inspection of landscape and irrigation plans and installations for new and existing sites.
14. Establishes and updates the twenty-year Capital Improvement Projects for irrigation and landscape budgets.
15. Performs other duties as assigned.