



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	Grounds Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission	4/24/2019 5/2/2019	SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Organize and direct operations involved in the maintenance and gardening activities in the beautification of District-wide grounds and landscaped areas; coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development of the District’s Landscape Maintenance Program and related components; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize, coordinate and supervise the operations and activities involved in the general and preventive maintenance and repair of fields, turf, trees, shrubs, and equipment on an assigned day shift; assist in assuring related activities comply with established laws, codes, rules, regulations, policies and procedures
- Supervise and organize the grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; coordinate activities to assure grounds are maintained in a safe and clean condition; assure related activities comply with established policies and procedures
- Direct and monitor the maintenance and repair activities of bioswales, rain gardens, water catchment, and storm drains; assure related activities comply with established policies, procedures, laws, codes and regulations
- Coordinate personnel, communications and information to meet organizational needs and ensure smooth and efficient activities; confer with staff regarding grounds maintenance and repair needs, projects and work order status; confirm proper and timely resolution of repair issues
- Inspect school grounds and enforce appropriate safety practices; confer with Principal and managers to discuss preventive and routine maintenance, repairs, work orders and related matters; develop and implement the District’s grounds preventive maintenance program and related components; assure timely completion of projects
- Oversee and manage the implementation of landscaping and gardening construction, maintenance, repair and enhancement projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures
- Monitor progress of grounds maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications; review reports and work orders to determine material, labor, equipment and time requirements
- Receive, process and prioritize work orders; oversee preventative maintenance functions; coordinate response to emergency maintenance and repair needs
- Participate in the development and implementation of grounds maintenance projects; coordinate projects with vendors and outside contractors; review work of outside contractors to assure compliance with established standards, contracts and specifications
- Prepare and distribute a variety of correspondence in the coordination of grounds maintenance and repair activities; assist with the preparation of contract specifications as requested; review, interpret and recommend changes to project plans, blueprints and specifications
- Serve as a technical resource to personnel concerning grounds maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures
- Prepare and maintain a variety of reports, records and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance and assigned duties
- Communicate with personnel, outside organizations, inspectors, architects, and the public to exchange information, coordinate activities and resolve issues or concerns
- Operate a variety of equipment including mowers, tractors, field groomers, computer and assigned software; drive a vehicle to conduct work
- Monitor and assure adequate levels of grounds maintenance and repair equipment and supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices
- Attend and conduct a variety of meetings as assigned
- Provide leadership in the development and implementation of landscape maintenance standards, including emerging landscaping knowledge, technology, skills, standards and best practices and providing training to staff
- Provide leadership in developing, implementing and training staff on green and sustainable practices, including Bay-Friendly methods
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience: Any combination equivalent to:

- A. Graduation from high school or equivalent supplemented by specialized training in grounds maintenance or a related field.
- B. Four (4) years' journeyman level experience including two (2) years working at the level of a Lead Grounds Gardener or similar.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

Incumbents in this classification may be required to speak, read and write in a designated second language.

KNOWLEDGE OF:

Applicable codes, ordinances, requirements, regulations and safety precautions
Grounds maintenance procedures including mowing, edging, raking, and tree care
Health and safety regulations
Interpersonal skills using tact, patience and courtesy
Interpersonal skills using tact, patience, courtesy and professionalism
Inventory practices and procedures
Mathematical computations
Methods and materials used in controlling weeds and other pests
Operation of a computer and assigned software

Oral and written communication skills
Organization and direction of grounds maintenance staff
Organizational operations, policies and objectives
Policies and objectives of assigned programs and activities
Principles and practices of supervision and training
Proper methods, techniques, materials, tools and equipment used in the grounds maintenance trades
Record-keeping and report preparation techniques
Requirements of maintaining grounds in a safe condition
Technical aspects of field of specialty

ABILITY TO:

Analyze situations accurately and adopt an effective course of action
Communicate effectively both orally and in writing
Complete work with many interruptions
Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities
Determine appropriate action within clearly defined guidelines
Establish and maintain cooperative and effective working relationships with others
Estimate material, labor, equipment and time requirements
Inspect projects for accuracy, completeness and compliance with established specifications
Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures
Make mathematical computations with speed and accuracy

Meet schedules and time lines
Monitor and assure adequate levels of equipment and supplies
Operate a computer and assigned office equipment
Organize and direct operations and activities involved in grounds maintenance and repair of designated tools and equipment
Participate in the recruitment, screening and processing of new personnel
Plan and organize work
Plan, develop and implement landscaping and gardening projects
Prepare and maintain accurate records and reports
Train and evaluate the performance of assigned personnel
Understand and follow oral and written instructions
Work independently with little direction

WORKING CONDITIONS:

ENVIRONMENT:

Constant interruptions
Driving a vehicle to conduct work
Exposure to fumes, dust, odors, oil/grease, gases
Indoor and outdoor work environment
Seasonal heat and cold or adverse weather conditions
Subject to demanding time lines and constant interruptions

PHYSICAL ABILITIES:

Bending at the waist, kneeling or squatting
Dexterity of hands and fingers to operate grounds maintenance tools and equipment
computer keyboard
Hearing and speaking to exchange information in person and on the telephone
Heavy physical labor
Perform work which involves lifting, carrying, pushing or pulling objects typically weighing 50 pounds, and occasionally and with assistance up to 100 pounds
Reaching overhead, above the shoulders and horizontally
Seeing to inspect projects and read a variety of materials and to perform gardening and grounds work
Seeing to read a variety of written or digital materials
Sitting or standing for extended periods of time

HAZARDS:

Exposure to chemicals used in pest control and weed abatement
Exposure to fumes, dust, odors, oil, grease and gases
Exposure to seasonal heat and cold or adverse weather conditions
Extended viewing of computer monitor or digital material
Working around and with machinery with moving parts
Working on ladders