



## **JOB DESCRIPTION**

### **SENIOR MAINTENANCE SUPERVISOR - GROUNDS**

#### THE POSITION

Under general direction of the Director of Planning & Maintenance, the Senior Maintenance Supervisor – Grounds schedules and supervises crews involved in the care, maintenance, repair, construction and upkeep of park grounds and open space areas of the District and performs other related duties as required. This position works a 40 hour work week (Monday-Friday), and may be requested to work infrequent weekends and holidays.

#### EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

Assists in the formulation and implementation of the maintenance program for the park grounds and landscaped areas of the District; assigns duties to grounds maintenance crews and inspects completed work; prepares schedules for new planting and routine grounds care and watering; inspects grounds for needed maintenance care and determines the need for herbicide and insecticide spraying, fertilizing and pruning; supervises and trains grounds crew in the planting, cultivating, transplanting and care of plants and lawns and the installation of automated sprinkler systems; supervises pest and weed control work and ensures that monthly chemical use reports are transmitted to the County Agricultural Commission; is responsible for operation and programming of the District's central base irrigation control system and park site irrigation controllers; coordinates and assists volunteer groups and individuals with special projects; requisitions materials and supplies; prepares reports of work done and materials used; inspects parks to ensure they are in a clean and safe condition; assists in preparing budget requests; assumes grounds maintenance decision-making responsibilities in the absence of the Director of Planning & Maintenance; coordinates the solicitation of written bids and price quotes for professional services and outside contractors; supervises the work of outside contractors and vendors, including the preparation of required project specifications, progress payments and related reports.

The position may perform other related work as assigned.

#### EMPLOYMENT STANDARDS

##### Knowledge, Skills and Abilities:

Requires graduation from high school, supplemented by one (1) year of advanced education in the field of turf management, horticulture or agricultural science; five (5) years of responsible landscape construction or grounds maintenance experience, including at least two (2) years of supervisory experience in the grounds maintenance field. Requires the ability to diagnose situations and adapt leadership style to match the situations, and then communicate effectively to subordinates.

Must also have considerable knowledge of the botanical names, cultural requirements, propagation and maintenance of a large variety of trees, shrubs, ground covers, turf grasses, annuals, bulbs and perennials; knowledge of the use, operation and maintenance of power equipment and hand tools used in landscape work and construction; considerable knowledge of plant diseases, insects, and the use and application of sprays for their control; ability to read and interpret plans and specifications and carry out instructions with minimum supervision; ability to layout and supervise the work of others; ability to prepare cost estimates, write reports and maintain file records as required.

Must have proficient computer skills including the use of MS Office.

Any satisfactory equivalent combination of experience and training will be considered.

License / Certification:

Applicant must possess a valid California Qualified Applicator Certificate and a valid California driver's license with good driving record.

PHYSICAL ACTIVITY REQUIREMENTS

This position will require standing or walking 50% of the time or more and sitting approximately 50% of the time. It will involve occasional lifting and carrying loads to 60 pounds, and occasional lifting, pushing/pulling loads to 100 pounds; frequent bending, kneeling/squatting, climbing stairs, reaching overhead/stretching, climbing ladders, working on rough or uneven terrain, occasional crawling, and the necessary dexterity for handling and operating power equipment. This position will require the application of grounds maintenance pesticides, herbicides and other materials, and the operation of some or all of the following power equipment and hand tools: drills, chain saws, sprayers, mowers, trimmers, edgers, rototillers, tractors, District vehicles, including pickup truck with trailers.

11/13/15

