

Conejo Recreation & Park District

Job Title: Grounds Supervisor

Division: Parks & Planning

Summary:

Under general supervision, plans, organizes, and directs the grounds and landscape maintenance activities at park sites; develops and implements maintenance programs to ensure park grounds are maintained in accordance with District policies, standards, and procedures; through subordinate supervisors, provide administrative and technical direction to staff responsible for grounds and landscape maintenance.

Essential Duties and Responsibilities:

- Schedules, assigns, directs, and supervises the work of grounds and landscape maintenance personnel.
- Ensures that work is completed in accordance with District standards and that grounds are maintained in a safe and usable condition.
- Determines personnel, equipment, and materials needed for work assignments.
- Develops comprehensive landscape management practices to provide high quality turf, landscaping and irrigation systems.
- Prepares irrigation and work schedules, and supervises the care and maintenance of District grounds including, but not limited to, ballfields, turf and other flora, parking lots and other hard surfaces, and play areas.
- Assists in the preparation and administration of the budget for grounds maintenance activities.
- Confers with the Park Superintendent regarding landscaping, planting, or other grounds maintenance activities which could impact scheduled recreation activities or other maintenance or construction work.
- Selects appropriate plantings for areas as needed.
- Conducts periodic inspections of all park sites to assure compliance with District standards.
- Reviews, audits and analyzes the performance of irrigation systems at park sites to maintain accurate blueprints and to determine irrigation rates.
- Reviews and approves minor landscaping plans, performs cost estimates for repair and alteration of projects.
- Reads landscaping plans, and designs and maintains irrigation systems.
- Develops and maintains cooperative working relationships; supervises, trains, and evaluates subordinates.
- Maintains effective working relationships with contractors and other outside influences while protecting the District's interests and ensuring standards are maintained.
- Maintains records and prepares reports on safety inspections, pest control, employee training, and other related activities.

Other Duties and Responsibilities:

- Performs other duties as assigned.
- Travels to various sites to supervise and inspect work.

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. *

Conejo Recreation & Park District: Grounds Supervisor (continued)

Education/Experience:

Associates Degree (AS) from an accredited college with major emphasis in horticulture, landscape management or a closely related field; four (4) years of increasingly responsible related experience and/or training, including at least two (2) years of supervisory experience; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of the organization or the public.

Math Ability:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates and Licenses:

California Driver's License. Highly desirable: Certified Playground Safety Inspector; Certified Applicator's License in ornamental and turf categories; State of California Certified Agricultural Pest Control Advisor's License; Backflow Prevention Device Tester's Certificate.

Supervisory Responsibilities:

Directly supervises several employees including subordinate supervisory staff. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; flumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise is moderate to loud.

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. *

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While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to walk over uneven terrain and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to lift up to 100 pounds. The vision requirements include those required for driving ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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JD2022 Reviewed/Revised 11/11

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.