

CONEJO RECREATION & PARK DISTRICT

Job Title: Grounds Supervisor

Division: Parks & Planning

Summary:

Under general direction, plans, organizes and directs the work of the Grounds division, encompassing grounds and landscape maintenance activities at park sites; develops and implements maintenance programs to ensure park grounds are maintained; provides administrative and technical direction to staff responsible for grounds and landscape maintenance; and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns, supervises and participates in the District's landscape and park maintenance activities; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Confers with the Park Superintendent regarding landscaping, planting, or other grounds maintenance activities that could affect scheduled recreation activities or other maintenance or construction work.
- Determines personnel, equipment and materials needed for work assignments; prepares irrigation and work schedules for 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.
- Develops comprehensive landscape management practices to provide high-quality turf, landscaping and irrigation systems; ensures work is completed in accordance with District standards and that grounds are maintained in a safe and usable condition.
- Conducts periodic inspections of all park sites to ensure compliance with District standards.
- Reviews, audits and analyzes the performance of irrigation systems at park sites to maintain accurate as-built plans and to ensure proper irrigation rates.
- Reviews and approves minor landscaping plans, performs cost estimates for repair and alteration of projects.
- Develops and maintains cooperative working relationships; 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:

- Participates during disasters or when emergency response is needed.
- Travels to various sites to supervise and inspect work.
- May be required to drive District or personal vehicle.
- Exempt employees may be required to work nights and weekends.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: an associate degree with major emphasis in horticulture, landscape management or a closely related field; and four years of increasingly responsible related experience and/or training, including at least two years of lead-level supervisory experience; or an equivalent combination of education and experience. A bachelor's degree is preferred.

Language Ability:

Ability to read, analyze and interpret professional journals, blueprints, construction documents, technical procedures, operating and maintenance instructions, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from groups of managers and the public.

Math Ability:

Ability to calculate figures and amounts such as percentages, area, circumferences and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to develop and administer budgets and project costs.

Reasoning Ability:

Ability to define and solve practical 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. Ability to interpret a variety of instructions provided in written, oral, diagram or schedule form.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.

Highly desirable:

- 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.

Other Required Skills:

Use word processing and spreadsheet programs.

Supervisory Responsibilities:

Supervises the District's Grounds division. Directly supervises multiple Grounds Crew Leaders and indirectly supervises the Groundskeeper classes assigned to them.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions including rain, sun and extreme heat for extended periods. The employee is frequently required to move equipment and mechanical parts and is exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals and pesticides. The noise level in the environment is loud.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk over uneven terrain; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit, climb, balance or smell. The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

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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.