



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>GROUNDS SUPERVISOR</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, & Operations	SALARY SCHEDULE:	Supervisors'
		SALARY RANGE:	05
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director of Facilities, Maintenance, & Operations or assigned designee	FLSA:	Non-Exempt

BASIC FUNCTION:

Plan, coordinate, and supervise the day-to-day operations of the District's grounds maintenance operations; conduct inspections and walk-throughs to ensure quality standards and time schedules are met; perform technical or specialized grounds maintenance and landscaping activities at various sites; maintain a variety of records and prepare reports related to assigned activities; train, supervise, and evaluate the performance of assigned staff. The incumbent in this classification assists in supporting students by supervising the department to ensure safe and clean grounds/landscaping for staff and students which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, coordinate, and supervise the day-to-day operations of the District's grounds maintenance operations.

Train, supervise, and evaluate the performance of assigned staff; interview and select staff, as assigned.

Plan, prioritize, and schedule department activities and work assignments; adjust work schedules and priorities, as necessary; conduct inspections and walk-throughs to ensure quality standards and time schedules are met.

Determine grounds maintenance needs; develop, prepare, and/or review plans, design specifications, and bids for grounds maintenance activities and/or new landscaping projects; prepare cost, time, and labor estimates; prepare materials lists to effectively schedule and complete projects.

Independently perform functions of a technical or specialized nature in grounds maintenance or landscaping; supervise or install, maintain, and repair irrigation systems; program irrigation controllers; perform maintenance of landscaped areas and sport fields, including mowing, pruning, watering, planting, irrigation services, and pest management.

Ensure proper chemical usage management in accordance with Integrated Pest Management (IPM) requirements and maintain required documentation; mix and apply chemicals for fertilization, insect, and weed killers.

Develop and implement safety standards and procedures; instruct staff in safe work practices; ensure compliance with applicable local, state, and federal rules, regulations, and laws as well as policies, procedures, and objectives of the District related to assigned activities.

Establish and maintain effective working relationships with District and site administrators, personnel, vendors, contractors, the general public, and others to coordinate services, supplies, and materials; work with site administrators to schedule and use of outside contractors to ensure grounds maintenance requirements are being fulfilled.

Respond to routine and emergency calls districtwide during and after regular hours.

Maintain a variety of records and prepare reports related to assigned activities; determine supply and equipment needs; order or purchase supplies and materials, as needed; maintain adequate inventory to meet department needs; generate purchase requisitions and work orders, etc., as needed.

Operate a variety of grounds maintenance tools, equipment, and standard office equipment, including computer and assigned software.

Drive a vehicle to various sites throughout the workday to conduct work, as necessary.

Attend and conduct a variety of meetings and trainings, including ongoing employee training to ensure proper techniques, injury prevention, and efficiency.

Coordinate and monitor grounds operations to ensure compliance with established safety and sanitation standards, guidelines, and regulations; implement safety standards; evaluate safety and sanitation systems, hazards, standards, and procedures; modify standards, guidelines, policies, and procedures as appropriate.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Applicable laws, codes, rules, regulations, policies, and procedures related to assigned activities.

Methods, techniques, and quality standards, supplies, materials, chemicals, tools, and equipment applicable to grounds maintenance and landscaping.

Principles and practices of supervision, training, scheduling, and coordinating the work of a crew.

Safe operation of related tools and grounds equipment, including earth movers.

Health standards, hazards, and safety regulations.

Safe driving practices.

Proper lifting techniques.

Interpersonal skills using tact, patience, and courtesy.

Operation of office equipment, computer, and assigned software.

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Plan, organize, and supervise District grounds maintenance operations.

Plan, schedule, and coordinate work assignments to meet schedules and timelines.

Interpret, explain, and apply applicable laws, codes, rules, regulations, policies, and procedures related to assigned activities.

Read plans and design specifications and prepare cost estimates.
Operate tools, equipment, and vehicles skillfully and safely.
Observe health and safety regulations.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Work effectively, both independently and as a member of a team.
Maintain a physically rigorous work schedule.
Estimate materials and supply needs accurately.
Prepare and maintain accurate records and reports related to assigned activities.
Operate a computer, assigned software, and standard office equipment.
Adhere to safety practices.
Compose a variety of documents.
Consider a variety of factors when using equipment.
Read and process a variety of manuals and write documents following prescribed formats.
Interview, select, train, supervise, and evaluate the performance of assigned personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, supplemented by training in landscaping and gardening, and three (3) years of recent increasingly responsible grounds maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

Must be able to obtain and maintain a valid, current Qualified Applicator Certificate (within six months of hire) from the California Department of Pesticide Regulation.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Subject to fumes, dust, and odors.
Drive a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate power tools, computer, and a variety of equipment.
Seeing to read and perform primary functions of classification and view computer screens.
Hearing and speaking to exchange information in person and on the telephone.
Sense of smell sufficient to recognize and distinguish chemical fumes and odors.
Stand, sit, climb, kneel, crawl, crouch, squat, balance, and bend at the waist for extended periods of time.
Walking over rough or uneven surfaces to conduct work and/or inspections.
Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.
The majority of work is light to medium and may require routinely lifting or moving up to 50 pounds and occasionally lifting and/or moving up to 100 pounds with the use of hand trucks or other equipment.
Physical stamina sufficient to perform heavy manual labor.
Climbing ladders and working from heights.

HAZARDS:

Exposure to dust, gas, fumes, biohazards, chemicals, loud noise, and vibration from equipment.
Extreme temperatures and humidity, biohazardous materials such as sewage.

Operating heavy equipment and machinery with moving parts.
Working from heights.
Traffic hazards.
Relocating/disposing of animals (e.g., snakes, rodents, and spiders).

CLEARANCES:

Criminal Justice Fingerprint / Background
Tuberculosis
Pre-placement Physical and Drug Screen

NOTE:

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

JOB CLASS HISTORY

Approved: 03/02/93

08/01 reinstated with new title & salary placement; 04/05 reallocated from Range 4 to Range 6; 05/09 abolished (Grounds Foreman); 07/20 reinstated w/new title & reallocated from Range 6 to Range 5

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025