



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

GROUNDS SUPERVISOR, PUBLIC WORKS

DEFINITION

To organize and supervise, assign and schedule work crews engaged in the maintenance and development of parks, grounds, parkways, trails, sports fields, play lots, trees, shrubs, and street median island and back of sidewalk landscaped areas and other special recreational facilities; to provide responsible and technical staff assistance in the areas of horticulture, grounds and equipment; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Public Works Superintendent.
Responsibilities include direct supervision of grounds maintenance workers.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for parks, street median and back of sidewalk landscaping maintenance, repair and construction; implement policies and procedures.
- Conduct periodic surveys to determine the maintenance needs of the parks, street median and back of sidewalk landscaping and sports grounds; formulates programs/projects to be carried out by outside contract or by City forces to effect the needed maintenance.
- Train and supervise crews in the installation and maintenance of landscape beds, turf, ground covers, shrubs and trees in City parks, active play areas, recreational areas, parking strips, facilities landscaping, and street median and back of sidewalk landscaping, including selecting plant material, application of necessary pesticides and fertilizers, and close supervision of the use of chemicals at minimum levels according to current integrated pest management practices.
- Arrange for and schedule appropriate equipment and materials necessary for maintenance projects; maintain and interpret time, material and equipment use records; determine and implement adjustments to optimize the effectiveness of the maintenance system.
- Assure that grounds maintenance work is completed in a safe manner which will enhance community aesthetics and satisfy the public.

- Assure that all assigned areas of responsibility have been accomplished in a safe, efficient, and effective manner.
- Purchase necessary, authorized materials and recommend major capital purchase.
- Respond to citizen inquires and complaints; recommend corrective actions as necessary to resolve complaints.
- Monitor and review work performed by contractors on behalf of the City.
- Maintain daily records of equipment, personnel, and materials use for each maintenance project.
- Participate in selecting, training, motivating, counseling and evaluating staff; participate in monitoring employee performance objectives; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Assist in preparing cost estimates for grounds maintenance and repair activities; make plans and sketches for minor maintenance and repair projects.
- Assist in coordinating grounds maintenance activities with other City departments, divisions, and sections and with outside agencies.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for needed equipment and materials; monitor and control expenditures.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Materials, methods, practice, equipments, and tools used in construction, maintenance, and repair activities of parks, grounds, parkways, trails, play areas, trees, shrubs, and street median island and back of sidewalk landscaped areas and other special recreational facilities.
- Methods of estimating time, cost, and equipment necessary to perform assigned work. Proficient in general computer programs/software.
- Occupational hazard elimination and standard safety precautions necessary in the work.
- Purchasing procedures, forms, and techniques.
- Budgeting principles and techniques.

- Principles and practices of supervision, training, and performance evaluation.

Ability to:

- Supervise, assign, and schedule work of a number of crews.
- Maintain accurate and up-to-date records.
- Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects.
- Learn the geography of the City, including the location of major park and trail systems, streets, and sports fields.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instruction.
- Operate a variety of maintenance equipment in a safe and efficient manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond courteously and tactfully to public inquiries and complaints
- Supervise, train, evaluate, and schedule subordinate personnel.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasing responsible experience in construction and maintenance of landscaping facilities, two years of which should be at supervisory or lead level.

Education & Training:

Equivalent to completion of the twelfth grade, supplemented with specialized training (or college level course work) in landscape architecture, horticulture, or related field.

LICENSE

Possession of a California Driver's license with a satisfactory driving record.

Possession of a valid Qualified Applicator Pest Control Certificate from the State of California is desirable at the time of hire but must be obtained within six months of hire.

Possession of a Certified Playground Inspection Certificate is desirable at the time of hire but must be obtained within 12 months of hire.

ADA SPECIAL REQUIREMENT:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 50 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.