



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Grounds Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Organize and direct operations involved in the maintenance and gardening activities in the beautification of District-wide grounds and landscaped areas; coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development of the District's Landscape Maintenance Program and related components; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize, coordinate and supervise the operations and activities involved in the general and preventive maintenance and repair of fields, turf, trees, shrubs, and equipment on an assigned day shift; assist in assuring related activities comply with established laws, codes, rules, regulations, policies and procedures
- Supervise and organize the grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas; coordinate activities to assure grounds are maintained in a safe and clean condition; assure related activities comply with established policies and procedures
- Direct and monitor the maintenance and repair activities of bioswales, rain gardens, water catchment, and storm drains; assure related activities comply with established policies, procedures, laws, codes and regulations
- Coordinate personnel, communications and information to meet organizational needs and ensure smooth and efficient activities; confer with staff regarding grounds maintenance and repair needs, projects and work order status; confirm proper and timely resolution of repair issues
- Inspect school grounds and enforce appropriate safety practices; confer with Principal and managers to discuss preventive and routine maintenance, repairs, work orders and related matters; develop and implement the District's grounds preventive maintenance program and related components; assure timely completion of projects
- Oversee and manage the implementation of landscaping and gardening construction, maintenance, repair and enhancement projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures
- Monitor progress of grounds maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications; review reports and work orders to determine material, labor, equipment and time requirements
- Receive, process and prioritize work orders; oversee preventative maintenance functions; coordinate response to emergency maintenance and repair needs
- Participate in the development and implementation of grounds maintenance projects; coordinate projects with vendors and outside contractors; review work of outside contractors to assure compliance with established standards, contracts and specifications

- Prepare and distribute a variety of correspondence in the coordination of grounds maintenance and repair activities; assist with the preparation of contract specifications as requested; review, interpret and recommend changes to project plans, blueprints and specifications
- Serve as a technical resource to personnel concerning grounds maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures
- Prepare and maintain a variety of reports, records and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance and assigned duties
- Communicate with personnel, outside organizations, inspectors, architects, and the public to exchange information, coordinate activities and resolve issues or concerns
- Operate a variety of equipment including mowers, tractors, field groomers, computer and assigned software; drive a vehicle to conduct work
- Monitor and assure adequate levels of grounds maintenance and repair equipment and supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices
- Attend and conduct a variety of meetings as assigned
- Provide leadership in the development and implementation of landscape maintenance standards, including emerging landscaping knowledge, technology, skills, standards and best practices and providing training to staff
- Provide leadership in developing, implementing and training staff on green and sustainable practices, including Bay-Friendly methods
- Perform related duties as assigned