Job Title: Grounds Supervisor
Exemption Status/Test: Non-Exempt

Reports to: Grounds Manager
Date Revised: April 19, 2016

Dept. /School: Maintenance/Grounds

Primary Purpose:
Oversee all daily operations of Grounds/Landscape personnel. Oversee Tractor shop area for all proper repairs on equipment. Depending on the season personnel may vary 30-35 people on daily bases. Responsible for delegating work assignments, overseeing jobs are completed in a timely manner.

Qualifications:

**Education/Certification:**
High School Diploma or GED
TDA/Structural herbicide/pesticide license required
Valid Texas Driver License with a good driving record/ CDL required

**Experience:**
Minimum ten (10) years’ experience of management
Five (5) years’ experience in the care and maintenance of athletic fields, turf, or recreation areas
Experience with irrigation system operation and trouble shooting

**Special Knowledge/Skills:**
Bilingual preferred
Ability to work and schedule contractors, special crews, etc. as needed
Strong knowledge of Landscape Design / Horticultural
Knowledge of operation of Heavy Equipment
Knowledge of city codes and permit requirements
Good communicator
Should be able to work and learn from others
Ability to manage a large staff including hiring and reprimanding
Ability to train employees and staff on each of the areas overseen
Ability to follow directions
Ability to handle high-volume, fast paced work loads
Ability to get along with others
Ability to complete task in a timely manner
Willing to complete other duties as assigned
Knowledge and understanding of plant and turf care management
Knowledge of tools, methods of materials used in grounds construction, landscaped area maintenance worked, and building maintenance and improvement
Good organizational and people skills
Ability to handle high-volume, fast paced work loads
Ability to monitor and maintain adequate supplies- coordinate with Supervisor to order
Computer proficiency in Microsoft Word, Excel, Outlook, and SchoolDude
Ability to manage several different Budgets
Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Must be skilled with a variety of lawn tools
**Motion:** Ability to climb on and off equipment
**Lifting:** Frequently lift 10 to 80 pounds
**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.