



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.