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Class Specifications  
for the Class:SCHOOL GROUNDS MAINTENANCE SUPERVISORDuties Summary:

Directs and coordinates the mowing and maintenance of school lawns, advises schools on grounds maintenance activities; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the overall supervision of mowing and other related lawn maintenance activities such as aerating and fertilizing involved in the maintenance of school lawns. Activities are carried out through subordinate supervisors and their crews who are assigned to the various districts. The work includes: insuring that established schedules for servicing schools are followed; receiving and transmitting to subordinate supervisors information on special events necessitating modifying schedules; and arranging for inter-crew assistance when assigned district crew supervisors cannot accommodate workload associated with special events, extended absences, etc.

The position in this class also instructs custodians, et al, at schools on grounds maintenance activities, including the use of equipment, tools and chemicals.

The work is performed under the supervision of a landscape architect who provides guidance in technical aspects of grounds care and maintenance and who advises on problems in scheduling, priorities, procedures and new techniques as requested.

Examples of Duties:

Directs the work of several crews of power mower and tractor mower operators; reassigns district crews and/or crew members as necessary to provide services; insures that subordinate supervisors enforce safety practices and the proper use and operational maintenance of equipment; provides staff training as necessary; deals with school personnel in establishing and revising schedules to meet needs, including athletic and other events; instructs and assists school personnel in grounds maintenance activities involving the proper use and maintenance of equipment and tools and the use of fungicides, insecticides and weedicides; deals with shop personnel in assuring timely equipment repairs and special servicing as necessary; requisitions supplies and equipment and recommends equipment replacement; reviews the job

performance reports on mower operators and evaluates the work of subordinate supervisors; and prepares and submits operational reports.

Knowledge and Abilities Required:

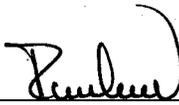
Knowledge of: The principles and practices of supervision; the operation and operational maintenance of various grounds maintenance equipment; the methods and techniques used in grounds maintenance work; and occupational hazards and safety precautions.

Ability to: Schedule and direct the work of others; keep records and prepare reports; give and follow oral and written instructions; and deal tactfully and effectively with various school personnel.

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This is an amendment to the specifications for the class SCHOOL GROUNDS MAINTENANCE SUPERVISOR that was approved by the Department of Education Civil Service System on JANUARY 29, 2007.

DATE APPROVED:     MAY    6 2007    

  
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Fay Ikei

EFFECTIVE DATE:     April 1, 2007    

Acting Assistant Superintendent  
Office of Human Resources