

STOCKTON UNIFIED SCHOOL DISTRICT

GROUNDS AND UTILITY SUPERVISOR

DEFINITION

Organize, schedule, assign and monitor work in irrigation, grounds and utility maintenance; maintain supervisory records; order materials and supplies; oversee complex maintenance work; and perform related duties as assigned.

Depending on the needs of the District, this position may be assigned to work either during the day or a night shift, which may include Saturdays.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Division Manager or designee, and exercises general supervision over grounds workers, mower operators, maintenance utility workers, heavy equipment operators and irrigation specialists and trades assigned.

EXAMPLE OF DUTIES -- *Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements including, but not limited to:*

Review work orders in grounds, irrigation and utility maintenance; assess priorities and schedule accordingly; assign jobs to staff. (E)

Make estimates on time and materials costs for work order jobs. (E)

Assist in job planning; order materials and estimate labor requirements. (E)

Meet and coordinate with outside contractors in designated maintenance areas; coordinate projects with other sections in the Facilities Services Department, Facilities Planning and all site designees as needed. (E)

Maintain inventory of stock. (E)

Oversee the installation and repairs of irrigation systems. Determine and recommend types of irrigation systems and controls and piping to be installed. Schedule watering times for entire District, supervise and monitor central automated irrigation control system. (E)

Construct and repair play-boxes, maintain safe levels of bark in play-boxes. (E)

Develop plans for landscaping, planting and outside maintenance of the school sites. (E)

Recommend the purchase of trees, shrubs, plants and related material requirements. (E)

Supervise, oversee, and/or provide general direction for the maintenance and repair of athletic fields to Grounds Department Staff and/or appropriate site staff as required. (E)

Maintain and make repairs to parking lots, hard courts and all other asphalt areas including storm drains. (E)

Supervise planting, pruning, fertilization, application of herbicides, weed control, irrigation and mowing. (E)

Maintain records of herbicides used and disposal of containers. (E)

Pick up and delivery of furniture and equipment to and from school sites. *(E)*

Assess job priorities and assign work; inspect and review completed jobs with the site administrator. *(E)*

Evaluate and prepare comprehensive reports concerning the efficiency and effectiveness of assigned staff; assist with specific studies as directed. *(E)*

Assist with the resolution of student, parent and community complaints regarding assigned staff. *(E)*

Meet and coordinate with outside vendors; obtain quotes and bids *(E)*

Make estimates on time and material costs for work order jobs *(E)*

Assist in the job planning; order materials and estimate labor requirements. *(E)*

Meet and coordinate with any outside contractors in (Skilled Area); coordinate projects with other sections in the facilities division and all site designees as needed. *(E)*

Keep records of hours worked; schedule vacations; maintain records of work activity *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job *(E)*

Ensure that equipment is safe and in operating order. *(E)*

May assist in the preparation and monitoring of the department *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job; inspect completed jobs *(E)*

Provide for the safety of workers and others at school sites including training staff to report safety hazards *(E)*

Participate in the selection, hiring, training, supervision and evaluation of permanent and probationary staff members *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

Oversee difficult and complex skilled trades work as required *(E)*

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods of propagating, cultivating, pruning and caring for plants, shrubs, trees and lawns appropriate to school sites
- Equipment and tools used in construction and maintenance to include preventive maintenance and safety in utilizing these equipment and tools
- Design, maintenance and operation of irrigation and storm drain systems, construction and repair
- Skilled in construction and installing asphalt, familiarity with skilled trades areas, including carpentry, plumbing, electrical, concrete and HVAC work
- Techniques of work scheduling and organization
- Principles and practices of supervision, communication and training, including written reports
- Laws and regulations that apply to application, storage and disposal of herbicides used on school grounds

- Storage and disposal of hazardous waste
- Safe work practices
- Personnel rules and procedures of the District

Ability to:

- Oversee the work of others
- Keep records neatly and accurately
- Plan, organize, schedule and supervise work of several crews working at various locations. Assess job priorities; order supplies properly and accurately
- Follow oral and written instructions
- Communicate effectively, both orally and in writing
- Monitor job progress, inspect completed job for quality of work
- Establish and maintain cooperative working relationships with others
- Provide training to less experienced staff
- Physical capability sufficient to perform job duties
- Operate a variety of equipment and tools used in construction and maintenance

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school and:

- Five (5) years of increasingly responsible landscaping experience, including at least three (3) years of supervisor experience is required
- Experience in ground maintenance and/or an Associate of Arts degree is highly desirable

License and Certificates:

- Must possess a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS

ENVIRONMENT:

- Indoor and outdoor work environment
- Regular exposure to fumes, dust and odors
- As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses

PHYSICAL DEMANDS:

Employee in this position must possess/have the ability to:

- Dexterity of hands and fingers to operate a variety of trade tools and specialized equipment.
- Sit for extended periods of time
- Walk over uneven ground and/or stand for extended periods of time.
- See with/without assistive devices sufficient to perform assigned duties.
- Lift and/or carry up to 40 lbs at for distances up to 100 feet or upstairs.
- Occasionally lift and/or carry up to 100 lbs for distances up to 100 ft or upstairs
- Push/pull up to 100 lbs for short periods of time
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch and stoop
- Reach overhead, above and below the shoulders and horizontally
- Hear and speak with/without assistive devices sufficient to communicate effectively with others

SALARY PLACEMENT

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 35

12-month work year

Board Approval: 03/14/17

SUSU Approval: 02/28/17