



## **CLASSIFICATION DESCRIPTION**

**TITLE: GROUNDS MAINTENANCE SUPERVISOR**

**JOB CODE: 12 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of this job is to supervise and coordinate the work of grounds maintenance programs and procedures to ensure safe, productive and time efficient accomplishment of departmental operations. Employee functions at entry management level and is responsible for ensuring all work adheres to all prescribed safety standards and regulatory requirements applicable to the work. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, trains and evaluates grounds maintenance and equipment operating staff; ensures the safe and productive use of equipment utilized in grounds maintenance and associated repair work; trains and directs subordinates in the use, care and maintenance of tools and equipment.
- Interprets job assignments to staff under charge and assigns duties to crews of varying sizes and skills; establishes and adjusts work procedures to meet schedules.
- Requisitions materials and supplies for projects and coordinates the efficient use of workers, resources and equipment.
- Independently plans and coordinates ground maintenance projects at multiple sites; analyzes and resolves work problems, and assists workers in solving problems.
- Maintains current knowledge of correct pesticide and hazardous materials used in ground maintenance.
- Ensures proper training of staff in chemical application and usage procedures, as well as records maintenance to comply with applicable regulatory standards.
- Monitors productivity and work flow of crews under charge; ensures adherence to established deadlines and preventive maintenance schedules.
- Inspects custodial and grounds maintenance tasks, e.g., edging, mowing, trimming, waste and

litter removal, fertilizing, placing sod, raking, planting.

- Inspects maintenance and repairs on irrigation systems, play ground equipment, structures, facilities, equipment, and other Parks facilities and grounds.
- Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e., fallen debris, spills, broken windows, broken locks.
- Coordinates the set-up and removal of equipment, tables, chairs, stages etc. for special events and programs.
- Plans and coordinates landscape program projects, e.g., planting, spraying, fertilizing, mulching, watering, transplanting, lawn care and maintenance.
- Inspects tree pruning by City staff and contractors working for the City.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by three (3) years experience in grounds maintenance, to include one (1) year within a lead position, and the ability to perform labor intensive work within difficult environmental conditions to include frequent lifting, pulling and pushing of 50 lbs.; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess a valid Florida Class D Commercial Driver's License.

Must possess and maintain a State of Florida Restricted Pesticide Certification.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to effectively supervise a staff comprised of entry and journey level staff engaged in carrying out grounds maintenance programs and operations.
- Ability to understand, follow and provide written and oral instructions; ability to read and write; ability to perform basic arithmetic.
- Ability to establish and maintain effective working relationships with management; ability to work cooperatively with employees, and the general public.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.
- Thorough knowledge of practices and procedures of various skilled trades in the area of assignment.
- Thorough knowledge of various chemical agents; ability to use such in accordance with

prescribed safety precautions and directions.

- Ability to operate various automobiles and transport vehicles, e.g., car, utility truck, utility van.
- Thorough knowledge of, and ability to utilize materials, methods and equipment used in lawn care and general maintenance work.
- Ability to operate various basic tools and grounds keeping equipment, e.g., hammer, screwdriver, wrench, saw, lawn mower, edger, chainsaw, blower.
- Ability to work in temperatures exceeding 100 degrees for extended periods of time.
- Ability to withstand exposure to dust, mold, fiberglass and various chemicals.
- Ability to operate vehicles and some light equipment, e.g., forklift, tractor, trucks.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects over 100 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.