

GROUNDS MAINTENANCE SUPERVISOR

General Definition of Work:

Performs difficult technical work developing and implementing landscaping programs throughout the County. Work is performed under the general supervision of the Infrastructure and Asset Management Director. Supervision is exercised over Grounds Maintenance workers.

Essential Functions/Typical Tasks:

Planning, scheduling and implementing grounds maintenance and landscaping programs; operating equipment; maintaining records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Selecting and training staff members.
- Ensures that adequate and appropriate equipment, supplies and staff are available.
- Estimates the costs of supplies, materials and equipment needed for repairs and improvements.
- Oversees and supervises the maintenance of parks, athletic facilities and other public properties.
- Prepares and maintains personnel, time, attendance and performance records and files.
- Prepares, maintains and administers division budget.
- Plans and supervises the planting and maintenance of grass, trees, shrubbery and flowers in parks and other County properties.
- Selects species; purchases trees and shrubs; selects herbicides and insecticides and fertilizes and trains employees in their use.
- Directs employees in the performance of their work; counsels employees and evaluates their work performance.
- Plans and directs activities for grass mowing, reseeding, stump removal, spraying and road view obstructions.
- Ensures that all equipment is maintained according to manufacturers' recommendations.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the methods and techniques of grounds maintenance landscaping; thorough knowledge of the chemicals used in weed and insect control; thorough knowledge of the occupational hazards and safety precautions of the work and related equipment operation; skill in the use of the equipment and tools of the trade; ability to prepare plans and detailed reports; ability to plan and supervise the work of grounds workers; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Requires graduation from an appropriately accredited community college with major course work in landscaping, horticulture or related field; extensive experience in grounds maintenance, landscaping, turf installation and maintenance and irrigation installation. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is light work requiring the exertion of 20 pounds of force occasionally, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils.

Special Requirements:

Possession of North Carolina pesticide/herbicide certificate. Possession of an appropriate driver's license valid in the state of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.