

Supervisor - Landscape & Support Services

Purpose:

The job of Supervisor - Landscape & Support Services is done for the purpose/s of providing day-to-day work direction to landscape and support service workers; performing the full range of general and varied landscape and supportive service work; assigning work to staff and reviewing completed assignments; procuring supplies and equipment; monitoring assigned budget; supervising assigned workers and operations; and monitoring department activities in compliance with District work standards and quality control practices. This job reports to Director-Maintenance.

Essential Functions:

- Approves all work requiring permits for the purpose of ensuring compliance with applicable legal codes (e.g. building/landscape, health, safety, etc.).
- Attends meetings for the purpose of receiving and/or conveying information required to perform job functions.
- Collaborates with appropriate stakeholders for the purpose of receiving instructions, answering questions, scheduling work, carrying out assignments, and providing information about work in progress.
- Coordinates assigned budget (e.g. plans, controls, monitors, etc.) for the purpose of meeting department objectives in compliance with district financial guidelines.
- Coordinates with stakeholders (e.g. administration, staff and other trades, etc.) for the purpose of completing projects efficiently and in compliance with financial, legal, and/or administrative functions and ensuring achievement of unit goals and objectives.
- Coordinates activities for the purpose of ensuring safety and security of employees and property and to minimize exposure to injury, loss, and/or liability.
- Estimates materials and procures supplies, materials and/or equipment for the purpose of ensuring availability to support and complete work projects.
- Oversees assigned area (e.g. work area, vehicles, tools, equipment, etc.) for the purpose of ensuring all are maintained in safe, clean, and good working condition in accordance with accepted standards.
- Prepares written materials (e.g. work schedules, work orders, bids, supporting materials, etc.) for the purpose of documenting and communicating activities as required.
- Repairs, renovates, and installs a variety of landscape and support services-related materials and equipment (e.g. irrigation systems, fire suppression systems, playgrounds, parking lots, asphalt, fencing, field lining and field preparation; sod installation, aerating, seeding, top dressing, fertilizing, spraying, etc.) for the purpose of maintaining grounds in safe and attractive condition and meeting accessibility/functionality requirements of students, staff, and the public.
- Responds to emergencies for the purpose of addressing immediate safety and health concerns.
- Supervises and manages the execution of routine and preventive maintenance programs (e.g. systems for collection of work projects; prioritization, planning, and scheduling of work projects; adjusting work schedules in response to changing priorities; documenting and communicating information, etc.) for the purpose of maximizing customer service and efficient and effective operations.

- Supervises department and personnel activities (e.g. program components, equipment/supplies budget, light duty assignments, critical timelines, contractor assignments, etc.) for the purpose of maximizing the efficiency of department activities.
- Supervises assigned personnel (e.g. hiring, evaluating, terminating, scheduling and coordinating activities, professional development/training, advising, etc.) for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service.
- Trains personnel on proper use and maintenance of assigned equipment for the purpose of developing professional trade and safety awareness skills in compliance with district goals.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in maintaining and installing landscape and support services systems and related equipment and components; operating standard office equipment; maintaining accurate and detailed records; personnel management; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: landscape management and support services and related equipment and components; handling of hazardous materials; methods of organizing, scheduling, and prioritizing workloads; safety practices and procedures; and knowledge of state, county, city building, and grounds codes.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; working with detailed information/data; setting priorities; working as part of a team; working flexible hours; working with frequent interruptions; and meeting deadlines and schedules.

Responsibility:

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses:

CDL license within six months of hire
Commercial Pesticide License within six months of hire
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Playground Inspection Certification

Clearances:

Criminal Justice Fingerprint/Background
Clearance MVR (Motor Vehicle Record) Clearance

FLSA Status

Exempt

Approval Date

9/24/2015

Salary Grade

61X

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____