

## **Job Description: Grounds Supervisor**

**Objective:** To ensure that all buildings, grounds, and physical plant equipment and facilities are operated, maintained, and monitored to the highest degree of professional competence, according to standards established by the administration. The position is full-time/year-round.

### **Level of Responsibility:**

- Reports to: Director of Operations
- Supervisory duties: Supervises the staff and operations of the grounds crew including weekly maintenance and special project installation in accordance with policies published in the current Personnel Handbook and all other appropriate employment regulations.

### **Job Duties:**

- Responsible for the proper and efficient installation, operation, performance, and maintenance of grounds.
- In accordance with budget constraints, responsible for monitoring the judicious use of all operational and construction supplies, materials, and equipment.
- Inspect and ensure quality completion of grounds crew work.
- Responsible for the consistent and proper receiving of all purchased supplies, materials, and equipment and their timely delivery.
- Advise and inform the Director of Operations of all appropriate matters pertaining to the status and operation of the grounds.
- Assigns appropriate personnel and assists with special program set-ups and any other reasonably assigned tasks or duties.
- Performs additional duties, either incidental or implied, consistent with the employee's background or training or which may be reasonably delegated as being in the best interest of the Center.
- Perform minor repairs and maintenance procedures on equipment used in grounds keeping.
- Perform repairs and maintenance of underground irrigation system.
- Snow removal.
- Responsible for scheduled and weekly maintenance of Center vehicles.
- Will be responsible to take a pager to respond to after hours and weekend emergencies in rotation with other members of the facilities staff.

### **Standards of Performance:**

- Successfully carry out the functions outlined above in an efficient and timely fashion.

### **Qualifications:**

- Two-year degree in horticulture, agriculture, or related field is preferred.
- A minimum of two years of grounds keeping experience is needed.
- This individual will need to have efficient work habits and good organizational skills.
- Requires regular lifting of 50 pounds and working outside in weather extremes.

**Classification:** The position of Grounds Supervisor is a non-exempt classification and is eligible for overtime. Evening and weekend work may be required.