

GROUNDS MAINTENANCE SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in the general grounds, maintenance and beautification of public parks, recreational areas, public buildings and related facilities.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in performing general maintenance and beautification work on public parks and recreational areas.

Directs the storage of supplies, tools and equipment and ensures they are maintained and available for work projects; orders supplies, tools and equipment as needed.

Estimates the time and material costs of work projects.

Applies and enforces safe work practices on the job.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, techniques, tools and equipment used in the maintenance of public parks and recreational areas.

Knowledge of the hazards and safety practices of the trade.

Ability to supervise the work of others.

Ability to estimate the time and material costs of work projects.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

Ability to operate hand and power tools and equipment used in the general maintenance and beautification of public parks and recreational areas.

Ability to perform heavy manual work under unfavorable weather conditions.

Ability to apply and enforce safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.


Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience in the general maintenance and beautification of public parks and recreational areas; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission