



Job Classification Description

GROUND'S SUPERVISOR VSC UP – SUP Bargaining Unit

**Grade 10
Exempt**

BASIC FUNCTION

To supervise daily groundskeeping operations; to plan and implement special projects; and to perform a full range of grounds work.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan and supervise all daily groundskeeping operations on campus.
- Supervise the daily work of approximately four to six full-time grounds maintenance staff, as well as temporary seasonal help. Train new employees. Plan and issue daily work assignments. Monitor work in progress; check completed work. Plan staffing needs and work schedules. Prepare payroll information.
- Monitor grounds work expenditures and ensure that budget guidelines are met, with a focus on managing overtime budget.
- Plan, schedule, supervise, and assist with year-round and seasonal ground functions, including: summer grounds maintenance: lawn mowing and fertilizing; tree/shrubbery pruning; planting grass, trees, shrubs, flowers, etc; winter grounds maintenance: snow and ice removal, salting and sanding; basic construction tasks: ditch digging, pouring cement, laying tar and asphalt, fence installation, stonewall repair, and the like; other seasonal tasks, such as raking leaves, sweeping and removing sand erosion control, maintaining athletic fields, and so forth; trash pick up and removal; furniture moving; special work orders (deliveries, pick-ups, set-up/tear-down of special events, and the like);
- Supervise/carry out heavy equipment operation related to ground activities (plows, small backhoe, dump truck, etc.)
- Confer regularly with immediate supervisor, other Physical Plant staff, and other college personnel/offices to plan and coordinate activities, exchange information, resolve problems, and the like.
- Ensure that all applicable work safety and security procedures are followed.
- Supervise/carry out the maintenance and repair of tools and equipment.
- Order and maintain an inventory of materials and equipment.
- Deal regularly with outside vendors regarding equipment and supply purchase, equipment rentals, and the like.
- Prepare administrative reports on ground activities/operations as required.

- Perform related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Director of Physical Plant.

SUPERVISION EXERCISED

Functional and partial administrative supervision of approximately four to six full-time employees, as well as temporary seasonal help.

MINIMUM QUALIFICATIONS

High school education, plus four to five years of relevant grounds maintenance experience, with some formal training in forestry, horticulture, landscaping desirable, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of technical knowledge and skills related to commercial/institutional grounds maintenance, including landscaping, heavy equipment operation, excavation, erosion control, basic construction, small engine repair, etc.
- Good basic reading, writing, math, administrative, and supervisory skills.
- Physical ability to do heavy grounds work.
- Ability to work cooperatively with a variety of College personnel, as well as outside vendors and contractors.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.