



Longview Independent School District

JOB DESCRIPTION GROUNDS SUPERVISOR

JOB TITLE:	Grounds Supervisor	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Maintenance, Transportation, Custodial and Food Services	TERMS:	260 Days
DEPARTMENT:	Plant Services	PAY GRADE:	Manual Trades 4

PRIMARY PURPOSE:

Supervise daily activities of grounds maintenance operation to ensure district grounds are safe, neat, and attractive

QUALIFICATIONS:

Minimum Education/Certification:

Valid Texas Driver's License

Special Knowledge and Skills:

- Knowledge of gardening and landscape maintenance
- Ability to read and interpret blueprints and landscape plans
- Ability to operate heavy equipment, including backhoe and trencher
- Ability to operate riding or power mower, power tools, and hand tools
- Ability to direct and supervise personnel and coordinate grounds operations

Experience:

Five years experience in gardening and landscape maintenance

Two years supervisory experience

MAJOR RESPONSIBILITIES AND DUTIES:

Grounds Maintenance and Landscaping

1. Assign all grounds work and oversee completion
2. Arrange for contract labor when work cannot be performed by district staff



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Grounds Maintenance and Landscaping (continued)

3. Assign priority to work orders and process them, including tracking of labor and material use
4. Estimate the cost and time required for special projects and order materials
5. Interpret blueprints, plans, and sketches to carry out landscape designs
6. Establish care and watering schedules, including spraying, fertilizing, pruning, etc.
7. Operate and maintain equipment used for grounds operations, including backhoe, trencher, tractor, riding and power mowers, etc.
8. Inspect grounds and facilities and initiate needed repairs, including the building and repair of fences and gates
9. Install, test, adjust, and repair sprinkler systems

Safety

10. Instruct assigned personnel on proper and safe use of tools and equipment
11. Operate tools, equipment, and machinery according to prescribed safety procedures
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Ensure that vehicles, equipment, and tools are in safe operating condition
14. Inspect and adjust tools and equipment for safety and efficiency
15. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately

Inventory and Equipment

16. Coordinate the storage and use of all grounds equipment, tools, and supplies
17. Prepare, implement, and maintain preventive maintenance and repair procedures for grounds equipment and tools



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Grounds Maintenance and Landscaping (continued)

18. Order equipment and supplies and maintain accurate records
19. Recommend replacement of existing equipment
20. Conduct annual inventory of physical equipment and supplies

Other

21. Work irregular hours and respond to after-hours emergency calls as needed
22. Assist in preparation of department budget
23. Assist in recruiting, screening, training, and evaluation of grounds employees
24. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism)
25. Comply with district policies, as well as state and federal laws and regulations
26. Adhere to the district's safety policies and procedures
27. Maintain confidentiality in the conduct of district business
28. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
29. Demonstrate regular and prompt attendance
30. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate work of groundskeepers

EQUIPMENT USED:

Heavy equipment, including backhoe, trencher, and grader blade; tractor and mower; riding and power mower; gas-powered weed trimmer; blower; edger; sprayer; striping machine; garden and hand tools; aerator; light truck or van



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2017