

## SUPERVISOR OF GROUNDS AND EQUIPMENT

### DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work involving planning, supervising and scheduling the maintenance and repair of grounds, roadways, athletic fields and a variety of motor equipment, including two and four cycle engines. In addition, this position has responsibility for coordinating the maintenance and repair of all vehicles in the college motor pool, including cars, vans, trucks and buses. Work is performed under the general direction of college administrative staff. This position involves responsibility for leading and working with personnel as well as the supervisory and planning functions.

### TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs and directs staff in the skilled repair and use of grass cutting and grounds maintenance equipment including reel, rotary and gang mowers, high pressure sprayers, leaf blowers, outdoor power vacuums and other motorized equipment, small gasoline engines, including both two and four cycle engines, snowplows, tractors and small trucks and hydraulic, mechanical and electrical equipment including pumps, valves, switches and generators;
2. Supervises the preventive maintenance work on vehicles in College motor pool, including checking fluids, changing oil, inspecting brakes, greasing components and performing tune-ups of gasoline engines;
3. Inspects all finished repair work and authorizes payment for the same;
4. Resolves problems (billing and otherwise) with County garage or outside vendors if work is not performed to standard and, as necessary, refers major problems to supervisor;
5. Supervises the daily maintenance of all grounds, roadways, athletic facilities and related equipment, scheduling and assigning work in accordance with seasonal requirements and weather conditions;
6. Supervises staff in the performance of equipment maintenance and repair and grounds maintenance;
7. Oversees cleaning and fueling of vehicles on daily basis, ensuring vehicles are available for usage by start of business day;
8. Leads and participates in snow removal, sanding, salting, pruning, planting, etc;
9. Operates a variety of equipment such as tractors, power mowers, rollers and dump trucks;
10. Provides on-the-job training to new employees and in-service training to staff in the care and use of tools, equipment and materials;
11. Develops and maintains records relating to grounds and equipment maintenance and repair;
12. Prepares annual budget for grounds division;
13. Reviews catalogs and other resource materials and confers with sales people to select and recommend new supplies, equipment and maintenance methods;
14. Supervises staff in conforming to DEC pesticide application and oversees all record keeping in conformance with all applicable standards, including EPA regulations.

**SUPERVISOR OF GROUNDS AND EQUIPMENT** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:**

Thorough knowledge of grounds keeping principles and practices; thorough knowledge of methods, materials and tools used in greens keeping and grounds maintenance; thorough knowledge of vehicle maintenance and minor repair; thorough knowledge of small engine repair and maintenance; thorough knowledge of small hydraulic system repair and maintenance; good knowledge of accepted safety practices and OSHA standards for the trade; good knowledge of the principles and practices of supervision; ability to make general mechanical and equipment repairs; ability to operate a variety of motorized and mechanical machinery; ability to prioritize work and supervise the work of others; ability to work from plans and specifications; ability to update technical skills to keep pace with design changes; ability to train others; manual dexterity; resourcefulness; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Three years of paid work experience in grounds maintenance, which included the maintenance and repair of grounds equipment. Work experience shall have also involved hands-on use of grounds equipment in the maintenance of grounds. In addition, candidates must have an additional two years of paid supervisory experience over other staff directly involved in grounds keeping activities.

NOTE: Courses in horticulture or turf maintenance may be substituted for a maximum of two years of the above three years of paid grounds maintenance work experience. Thirty credit hours are equivalent to one year of experience. Candidates may not substitute education for the supervisory experience.

**SPECIAL REQUIREMENT FOR APPOINTMENT:**

Possession of a New York State Driver License at time of appointment.

TR2103

ADOPTED: 03/28/95  
REVISED: 10/03/95  
08/21/98  
11/20/02