

SUPERVISOR OF GROUNDS

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible supervisory work involving planning, supervising, and scheduling the maintenance and repair of grounds, roadways, athletic field and grounds equipment. This position includes responsibility for leading and working with personnel as well as the supervisory and planning functions. Works with and trains personnel in proper grounds maintenance procedures. Work is performed under general supervision with leeway for independent judgment. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Supervises the daily maintenance of all grounds, roadways, and ground equipment at College;
2. Schedules and assigns work in accordance with seasonal requirements and weather conditions;
3. Leads in work projects and works with personnel as needed on scheduled and emergency work projects;
4. Works with and trains employees in the proper procedures for trimming, pruning and spraying of shrubs;
5. Maintains trucks, tractors, mowers and other groundskeeping equipment;
6. Designs and estimates campus development projects in areas of grounds and landscape design;
7. Supervises and assists in maintaining athletic fields;
8. Prepares budget for yearly need of supplies and equipment;
9. Analyzes maintenance projects to determine if projects should be contracted out and makes recommendations based on these analyses;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and practices of seeding, cultivating, fertilizing, pruning and spraying; thorough knowledge of methods, materials and tools used in greens keeping and grounds maintenance; ability to lay out and supervise the work of others; ability to keep records and make reports; mechanical aptitude; good judgment; reliability; physical condition commensurate with the demands of the position.

SUPERVISOR OF GROUNDS (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Horticulture, Forestry or Agronomy, and one year of experience in a supervisory level with a commercial company involved in design, installation and maintenance of turf, shrubs, trees, and related work. Experience must be combination of design, installation of turf and its maintenance, care of trees, shrubs, ground covers, cost estimates, pest and weed control, and plant propagation;
- OR: (B) Three years of the supervisory experience indicated in (A) above;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Eligibility for a valid driver's license at time of application. Possession of a license at time of appointment.

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