



CITY OF CHINO

Grounds Supervisor

Definition:

Under limited supervision, plans, coordinates, directs, and supervises the maintenance of City parks, grounds, playgrounds, athletic fields, and other parks related facilities, trees, parkways, medians and grounds of public buildings; and performs related work as assigned.

Class Characteristics:

The Grounds Supervisor exercises daily supervision over assigned personnel and coordinates the work of multiple small crews.

Essential Functions:

- Plan, coordinate, supervise, and inspect the work of those engaged in the repair and maintenance of parks, grounds, athletic fields, playgrounds, and related facilities, trees, parkways, medians and grounds of public buildings; supervise and inspect the work performed by staff in graffiti abatement and in the daily maintenance and cleaning of park restrooms.
- Schedule and supervise the work of crews engaged in mowing and maintaining parks, medians and parkways; trimming and pruning trees and shrubs using power tools and boom truck; repairing sprinkler systems; replanting and removing trees, shrubs and hedges; and, application of insecticides and pesticides.
- Evaluate service needs and work methods; develop comprehensive plans to satisfy future needs of department service; establish and enforce operating and safety procedures; investigate service requests and complaints made by the public; as necessary, explain priorities, programs, and policies.
- Estimate time and material costs; evaluate and institute changes in work methods, priorities, and routes; assist in the development of departmental budget and monitor expenditures.
- Maintain records and write a variety of reports and memos on work performed, vandalism, and lawsuits against the City; may participate in administrative studies in areas outside the scope of regular duties.
- Monitor contracts for maintenance and landscaping of parks, facilities, and medians; prepare bid specifications for contract services; review and approve blueprints for park construction and tract home landscaping; design irrigation and landscape projects; review, approve and sign plans submitted to Planning and Engineering Divisions.
- Train and evaluate employees; take necessary disciplinary actions; select staff, inspect time cards for proper allocation of time and approve time sheets.
- Investigate complaints related to grounds maintenance and initiate appropriate action; investigate and prepare incident reports and provide necessary follow-up actions.

Grounds Supervisor

- Answer emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets, water and sewer lines.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Four years of increasingly responsible experience in parks and grounds maintenance and repair work, including two years in a lead capacity.

Considerable knowledge of:

- Methods, materials, and equipment used in turf management.
- Irrigation programs.
- Park, parkway, and median maintenance.
- Tree trimming and pest control.
- Advantages and disadvantages of various types of turf, trees, and tree pests.
- Equipment and their application in turf and tree management.
- Equipment inspection, maintenance, and repair.
- Pertinent laws, codes, safety orders, and safe work practices related to grounds maintenance and construction.
- Grounds service facility and installation planning.

Knowledge of:

- Data processing systems/applications in a public agency. .
- Principles of supervision, training, and performance evaluation.
- Record keeping, budgeting, and purchasing procedures.

Ability to:

- Plan, direct, and coordinate equipment maintenance and repair, schedule work, set priorities, and monitor/inspect work progress.
- Complete a variety of reports.
- Maintain accurate records.
- Analyze data and information and draw logical conclusions.
- Operate programs within allocated amounts.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Select, train, supervise, and evaluate employees.
- Understand, explain, and apply policies and procedures.
- Provide and enforce safety procedures and regulations.
- Estimate labor and material costs.
- Communicate effectively with City staff, a variety of personnel, and outside agencies.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain cooperative working relationships.
- Use and care for a variety of tools and equipment common to park maintenance and to the care of trees.
- Allocate equipment, materials, and personnel in a cost effective manner.
- Read and interpret blueprints and building plans.
- Prepare cost estimates for time, materials, and equipment.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Be available for 24-hour emergency call outs.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II; 1, 3, 4, 5, 6, 7, 8, 12, 13, 15, 18, 19, 20.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 10/16/2006

Replacing Grounds Supervisor classification specification dated 08/01/2002

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