

MAINTENANCE SUPERVISOR (GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work which involves the scheduling, direction and training of work crews in the care and upkeep of grounds, parks and recreation areas and in the maintenance and cleanliness of related facilities and equipment. Some personal participation in grounds and building maintenance activities may be required. The work is accomplished in accordance with prescribed policies under the general supervision of a higher-level administrator, with considerable leeway for the exercise of independent judgment in completing assigned work projects. Direct supervision is exercised over a number of employees including grounds, maintenance and/or custodial staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Determines work priorities, assigns projects to work crews and ensures adherence to prescribed work schedules;

Verifies that proper custodial and maintenance staffing exists at each facility and adjusts work schedules and job assignments as required;

Conducts inspections of and provides direction and guidance in the cutting, fertilization and weed control of lawns, planting and care of flowers, shrubs and trees, and minor maintenance of buildings, grounds, facilities and mechanical equipment;

Provides direction and guidance in the maintenance of recreational areas and facilities (e.g., ball fields, track and field courses, tennis courts, golf and swimming facilities, etc.);

Directs the plowing and shoveling of snow and ice removal;

Conducts job interviews, makes recommendations for hiring and evaluates employee performance;

Trains new employees in the use of tools and equipment and in maintenance techniques;

Coordinates and/or schedules training programs to ensure proper implementation of new practices and procedures;

Evaluates on-going activities, considers practical improvements and makes pertinent recommendations to supervisor;

Maintains time, leave and production records and prepares written reports;

May operate a variety of motorized equipment and perform semi-skilled maintenance duties;

May operate a motor vehicle on public ways if qualified;

May apply and/or supervise the application of pesticides and other such controlled chemicals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices and equipment used in the maintenance of grounds; good knowledge of the layout and care of parks, athletic fields and recreation areas; good knowledge of the care and propagation of flowers, shrubs and trees; working knowledge of the tools, materials and equipment used in grounds maintenance work; working knowledge of the tools, methods and techniques used in semi-skilled maintenance work involving mechanical, electrical, plumbing, carpentry, masonry, painting and related tasks; ability to supervise the work of others; ability to understand and carry out moderately difficult oral and written instructions; ability to get along well with others; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreation areas or facilities, one (1) year of which must have involved the supervision of others.

NOTES:

1. High school vocational and/or post high school education appropriate to the care and maintenance of grounds (e.g., landscaping, turf management, floriculture, horticulture, gardening, natural resource conservation, agriculture, forestry) may be substituted for up to three (3) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities on a year-for-year basis*.
2. An Associate's degree or higher in any applied science in or related to landscaping, horticulture or parks and recreation maintenance may be substituted for two (2) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities*.
3. Additional years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities may be substituted for high school education on a year-for-year basis*.

PROMOTION: One (1) year of permanent, competitive class status as an Assistant Maintenance Supervisor (Grounds).

SPECIAL REQUIREMENTS:

1. When required to operate a motor vehicle, must possess a valid driver's license appropriate for the vehicle to be operated. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
2. Employees of a local municipal government (e.g., town, village, school district, special district, etc.) whose duties include the application of pesticides must possess a valid pesticide applicator certification issued by the Commissioner of the New York State Department of Environmental Conservation to use pesticides in category 3A, Ornamentals and Turf.
3. Incumbents who are not certified to apply or supervise the application of pesticides may apply them provided they do so under the direct supervision of a certified applicator as defined in title 6, part 325 of the New York Codes, Rules and Regulations.
4. It is the responsibility of each appointing authority to stay abreast of changes to applicable laws, statutes, rules, regulations, etc. relating to the application of pesticides and to comply with them.

*One (1) year of experience which involves the supervision of others is still required.