

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 parks, recreation areas, grounds surrounding buildings and in maintenance of grounds buildings, facilities and equipment. Some personal participation in crew activities may be required. The supervisory work also includes effectively recommending hiring, promotion and disciplining of subordinates. All work is accomplished in accordance with prescribed policies under the general supervision of either a higher level maintenance supervisor or a program 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 groundswomen and/or laborers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Determines work priorities and assigns projects to work crews and ensures adherence to prescribed work schedules;
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 involving the maintenance of ball fields, track and field courses, tennis courts, golf facilities and other recreational areas;
Directs the plowing and shoveling of snow and ice control;
Trains new employees in the use of tools and equipment and in maintenance techniques;
Develops training programs to ensure proper implementation of new practices and procedures;
Evaluates on-going activities, considers practical improvements, and makes pertinent recommendations to superior;
Maintains time 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 (see Special Requirement 1);
May apply and/or supervise the application of pesticides and other such controlled chemicals (see Special Requirements 2 & 3).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures and safety practices related to grounds maintenance work; 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 schedule, direct, train and motivate a group of subordinates; 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. An Associate's degree or higher in any applied science appropriate to landscaping, horticulture or park and recreation maintenance may be substituted for three (3) years of general experience; or other such schooling, including vocational schooling, may be substituted for general experience on a year-for-year basis.
2. Each year of supervisory experience in the maintenance and/or construction of parks, landscaped grounds or recreation areas may be substituted for two (2) years of the required general experience.
3. Additional years of the required experience may be substituted for high school education on a year-for-year basis.

(over)

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.
2. Employees of a local municipal government, i.e., towns, villages, school districts, special districts, etc., whose duties will 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. The certified applicator must be an employee of the same facility. Direct supervision is defined in a booklet provided by the NYS Department of Environmental Conservation, Division of Solid & Hazardous Materials titled Part 325 Rules and Regulations Relating to the Application of Pesticides, Revised January 1, 2004.
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.