

Grounds Supervisor Tompkins County

Classification: Non-competitive for County departments. Competitive for TC3 and all others.

Labor Grade: TC3 Grade of I

Revised: 07/80; 03/01; 5/17

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or NYS registered two year college with an Associates Degree in landscaping, horticulture or a related field AND one year of full-time paid (or the equivalent part-time and/or volunteer) experience in large-scale grounds or landscape maintenance; OR
- (b) Graduation from high school or possession of a high school equivalency diploma AND three years of full-time paid (or the equivalent part-time and/or volunteer) experience in large-scale grounds or landscape maintenance; OR
- (c) Any equivalent combination of training and experience as defined by (a) and (b) above.

SPECIAL REQUIREMENTS:

Within a reasonable time from the date of appointment, the employee must obtain a NYS DEC Pesticide Applicator License 3A (ornamental/turf) and maintain such license throughout the life of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisor position involving the maintenance of college grounds, recreation areas, roads and parking lots. The work is performed under general supervision of the Manager of Facilities in accordance with established policies. Considerable leeway is allowed for the exercise of independent judgement when implementing the daily work and special project activities of the grounds department. Supervision is exercised over the work of groundskeepers and other employees assigned to the grounds department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Serves as the supervisor and lead crewmember of the grounds department;
Plans, schedules, and supervises the performance of grounds work assigned to grounds department personnel;
Supervises and participates in the care of lawns and the maintenance of shrubbery and trees;
Supervises and participates in the removal of snow from playgrounds, streets, driveways, parking areas;
Coordinates activities with a snow removal contractor when required;
Operates and supervises the operation of a variety of equipment such as tractors, power mowers, pickup trucks and dump trucks;
Operates and supervises the operation of a variety of hand and power tools such as a chain saw, trimmer, pruner, etc.;
Supervises and participates in caring for the equipment used in grounds maintenance work;
Supervises and leads workers in the performance of variety of landscaping activities such as trimming, mowing, pruning, planting and mulching;
Leads and participates in the delivery service and trash pick up;
Trains grounds staff under the supervision of the Director of Facilities;
Requisitions supplies and equipment and makes budgetary recommendations pertaining to grounds keeping work projects;
Supervises and participates in the moving of furniture in and/or between schools;
Keeps records and makes reports on activities;
Inspects grounds regularly to ensure cleanliness and that routine maintenance procedures are being performed;
Makes recommendations for landscaping of grounds, including location of flowerbeds, trees and shrubbery;
Supervises and assists in the maintenance of all interior plantings;
Participates in the interview of prospective new employees;
Monitors the quality and production of grounds employees and reports on the same to the Manager of Facilities;
Reviews and approves time cards;
Instructs staff in the proper procedures and use of grounds maintenance equipment;
Keeps records of pesticide and fertilizer applications to be submitted for annual D.E.C. review;
Mixes chemicals and calibrates equipment for the application of lawn and tree herbicides, insecticides, fungicides, and fertilizers;

Troubleshoots and (when possible) repairs mechanical equipment (i.e., mowing machines, string trimmers, blowers, tractors, and trucks).

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, practices, methods, materials, tools, supplies and equipment used in the maintenance of a large scale grounds and recreation operation;

Thorough knowledge of the operation and maintenance of manual and mechanical equipment used in grounds maintenance and snow removal (i.e., trucks, mowers, tractors, spreaders, etc.);

Ability to perform calculations involving fractions, decimals, addition, subtraction and multiplication;

Ability to plan and supervise the work of others;

Ability to maintain records of materials and supplies;

Ability to prepare narrative reports on activities;

Ability to operate a variety of grounds maintenance tools and equipment (e.g., mower, hedge trimmer, tractors, sprayers, front end loaders);

Ability to perform work requiring considerable physical effort;

Ability to follow oral and written instructions;

Good judgment, initiative, resourcefulness and dependability are required;

Physical condition commensurate with the demands of the position.

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