SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, District Grounds	**CLASSIFICATION:**	Teamsters Classified Supervisors (TCS)
SERIES:	Supervisor IV	**FLSA:**	Exempt
JOB CLASS CODE:	9750	**WORK YEAR:**	12 Months
DEPARTMENT:	Facilities Maintenance	**SALARY:**	Range 22 Salary Schedule G
REPORTS TO:	Director, Facilities and Maintenance	**HR APPROVAL:** **CABINET REVISION:**	06-08-11 02-06-18

BASIC FUNCTION:

Supervise, plan, organize, coordinate, inspect, and direct the activities of the Facilities Maintenance Department related to grounds, and community and school gardens; coordinate assigned activities with other departments and outside agencies. Duties listed below require independent judgment and analysis on an ongoing basis.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Assume responsibility for all grounds and horticultural (School and Community Gardens) operations and activities; prepare schedules and staffing assignments. **E**

Plan, direct, and coordinate the work plan for the Facilities Maintenance Department; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures. **E**

Manage and participate in the development and administration of the Facilities Department annual budget related to assigned area; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; and forecast additional funds needed for staffing, equipment, materials, and supplies. **E**

Assist with the development of policies, procedures, guidelines, and best practices for the implementation of a school and community garden program; use District, external resources, and partners to ensure sustainability of established gardens. **E**

Assist with department activities, including those of other departments, outside agencies, and organizations. **E**

Oversee and assist in annual site inspections, emphasizing enforcement of health and safety standards of grounds and garden areas. **E**

Develop and implement goals, objectives, policies, and priorities for assigned area; recommend allocation of resources. **E**

Coordinate District staff and community volunteers; provide training and technical expertise related to planting, care, and pest control. **E**

Assure that services, equipment, facilities, and procedures conform to applicable regulations and District policies; ensure the District's compliance with environmental standards. **E**

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload; and identify opportunities for improvement, and oversee the implementation of changes. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Represent Facilities Maintenance to other departments, the community, schools, and outside agencies; explain department programs, policies, and activities; assist with resolving sensitive, significant, and controversial issues; and model District standards of ethics and professionalism. **E**

May attend and participate on a variety of boards and commissions; attend and participate in professional group meetings; and respond to and resolve difficult and sensitive citizen inquiries and complaints. **E**

Ability to work an alternative work schedule. **E**

Keep abreast of new trends and innovations in the field of plant operations and "green" gardening techniques and/or "green" initiatives. **E**

Provide technical expertise, information, and assistance to Facilities Maintenance management staff. **E**

Supervise, train, evaluate, and hold accountable the performance and professionalism of assigned staff; interview, select, train, motivate, and evaluate employees to correct deficiencies; implement discipline and termination procedures; recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate staff training. **E**

Operate a variety of power and hand tools and equipment on an emergency basis to ensure the safety and security of District buildings and grounds; respond to emergency and non-emergency calls as needed. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities Maintenance. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited college or university with major course work in engineering, architecture, industrial technology, or a related field, and six years of journey-level ground/garden maintenance, heavy equipment operation, or labor experience. Horticultural work experience is required. Preference will be given for related supervisory experience in a school district.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide ability to be insured; employee entrance evaluation (lifting test); forklift certification; and physical examination for wearing a respirator. Ten hours of continuing education per year is required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Approved methods of planting and caring for school and community gardens, lawns, ornamental plants, trees, and shrubs.
Green gardening techniques and green initiatives.
Proper control of plant pests and diseases.
Materials, tools, and equipment used in grounds work.
Safe practices and work methods related to the grounds activities.
Hazards, health and safety regulations, standards, and OSHA codes related to job duties.
Proper methods of storing equipment, materials, and supplies.
Inventory methods.

Modern and complex principles and practices of facility management.
Techniques of proper lifting, scheduling, appropriate safety precautions and procedures.
Budget preparation, control, and recordkeeping.
Applicable federal, state, and local laws, regulatory requirements, standards, guidelines, codes, regulations, policies, and procedures.
District organization, operations, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:
Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient operations and support services; identify and respond to issues, concerns, and needs.
Develop policies, procedures, guidelines, and best practices for the implementation of a school and community garden program.
Conduct research, analyze, and evaluate new service delivery methods, procedures, and techniques.
Plan, organize, direct and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
Provide professional leadership and direction for Facilities Maintenance related to assigned area.
Ability to work an alternative work schedule.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Read, understand, and work from blueprints, sketches, shop drawings, and diagrams.
Establish and maintain effective working relationships with staff, parents, and the public.
Communicate effectively, both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, procedures, and federal, state, and local laws.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare comprehensive narrative and statistical reports; plan and organize work to meet schedules and deadlines.
Supervise, train, and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office, school site, or outdoor environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read work orders, blueprints, sketches, shop drawings, and diagrams; see to prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk over rough or uneven surfaces; ascend and descend ladders to inspect work; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

SAMPLE HAZARDS:
Subject to noise and fumes from equipment operation; exposure to cleaning chemicals vapors; work at heights to perform supervisory duties; and gopher holes and uneven surfaces, flying debris, and traffic congestion.