

# **GROUNDS MAINTENANCE SUPERVISOR**

**Department: Public Works**  
**Classification: Competitive**  
**Specification Number: 3630**  
**Approved: 5/4/23**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of experience in grounds maintenance work, two (2) years of which must have been in a supervisory capacity.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class supervises the maintenance and improvement of municipal grounds, which may include parks, beaches and grounds surrounding local governmental facilities. The incumbent plans and monitors the work of skilled trades' personnel, laborers and clerical personnel. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Supervises, assigns, and plans in activities of subordinate grounds keeping personnel;
- Proposes landscaping plans for government buildings, parks and recreational facilities and other government property;
- Prepares the annual budget for the unit, including cost estimates of necessary equipment and supplies;
- Prepares progress reports on maintenance projects and makes recommendations for grounds improvement programs;
- Confers with contractors and subordinate supervisors in resolving complex maintenance problems;
- Develops work schedules, maintains records, and prepares reports;

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

Thorough knowledge of the methods used in propagating, planting, cultivating, pruning and general care of plants, flowers, shrubs and lawns; thorough knowledge of the growth characteristics and basic care requirements of flowers, plants and shrubs; good knowledge of the tools, terminology and practices of grounds keeping and construction trades; good knowledge of the means used to combat insects, fungi and parasites; ability to plan, assign and supervise the work of intermediate supervisors, skilled trades personnel, clerical personnel and laborers in a manner conducive to full performance and high morale; ability to make accurate estimates of labor, time and materials and to keep accurate records; ability to make, interpret and work from technical sketches and plans; physical condition commensurate with the demands of the position.