

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **GROUNDS SERVICES SUPERVISOR**

QUALIFICATIONS:

1. Training and experience in techniques and skills for maintaining clean, safe and attractive buildings and grounds
2. Training and experience in skills of operating, maintaining and repairing power equipment related to caring for grounds
3. Ability to legibly prepare budgets, work orders and material and personnel estimates
4. Ability to effectively supervise work of others
5. Ability to read and interpret sprinkler blueprints
6. Knowledge and ability to correct soil preparation and irrigation problems; knowledge of backflow devices, including maintenance and testing
7. Possession of Pesticide Applicator License (QAL, PCA)
8. Knowledge of guidelines for installation and maintenance of playgrounds
9. Ability to follow oral and written directions
10. Flexibility to assist in other areas of Maintenance and Operations department as needed

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as Assigned

JOB GOAL: To maintain district grounds in neat, clean, sanitary and attractive manner; to keep physical plants available for students, staff and public

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes and supervises care of district grounds including installation and maintenance of landscaping, fencing, playgrounds and related services
2. Organizes and supervises work of grounds crews; dispatches grounds workers to do variety of skilled and semiskilled work
3. Trains, assigns, supervises and evaluates staff as assigned
4. Prepares annual budget estimates of cost for grounds maintenance; makes recommendations for improvement
5. Receives emergency calls on twenty-four hour basis
6. Keeps time records; prepares material lists; maintains other records and prepares reports as needed
7. Operates power equipment including but not limited to trucks, tractors, graders, power sweepers, ditch diggers, A-frame and skip loader
8. Grades and prepares soil for turf; installs and maintains sprinkler clocks and valves
9. Installs and repairs blacktop; supervises mixing, pouring and finishing concrete
10. Supervises and performs pest control work
11. Assists in other phases of department as directed
12. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 26

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and

Procedures and consistent with collective bargaining agreements when applicable