

## **SUPERVISOR OF CAMPUS GROUNDS**

Code No.: 3-11-059

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for the repair and maintenance of college grounds, athletic fields and areas, and remote campus sites. Duties include the efficient maintenance and repair of motorized equipment. Employees must be available to respond to emergency situations and troubleshooting. The employee reports directly to, and works under the general supervision of, a facility or plant director or other higher level staff member. General supervision is exercised over a grounds crew and motor vehicle/equipment maintenance staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, assigns and supervises the work of a ground crew involved in turf, sidewalk and pavement maintenance and repair, preparation and clean-up of athletic fields, snow removal, and trash pick up removal;

Plans, assigns and supervises the work of maintenance mechanics involved in the maintenance and repair of motorized equipment including, but not limited to, light and heavy duty trucks, heavy duty snow removal equipment, snow blowing and turf equipment;

Instructs employees in the proper use of grounds equipment;

Makes recommendations at administrative meetings for outdoor modifications of campus grounds;

Maintains computerized records such as timekeeping, work order systems, inventory of supplies, equipment and parts, vendor accounts, budget records, product/vendor research, price quotes and employee records;

Confers with vendors and researches and requisitions supplies and materials utilizing a computerized procurement system;

Compiles information to assist with budget preparation;

Advises users and outside interest groups of rules and regulations concerning use of campus grounds;

Inspects grounds for disease or damage to turf and prescribes treatment and control;

Responds to a variety of requests, assesses needs, and provides support to staff and student residents and for special events;

Plans and oversees all phases of small to medium construction and renovation projects of moderate complexity including contacting, directing and overseeing contracted work;

Researches and identifies warranty/code compliance issues for new and existing construction with outside contractors;

Develops cost estimates for maintenance, repairs, or grounds/facility enhancements or construction projects;

Advises superiors or notifies support services of safety problems that may be hazardous to maintenance crew or the public;

Confers with senior staff on matters of operations, policies and protocol;

Establishes new policies and procedures;

Completes forms and writes related reports;

Plans, directs, and prioritizes the work of subordinates.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices involved in grounds maintenance; good knowledge of the principles and practices of maintenance and repair of motorized equipment; good knowledge of the application of grass seed, fertilizers, fungicides, insecticides, weed killers, etc., used in turf maintenance; good knowledge of the operation of motorized equipment used in grounds maintenance; good knowledge of safety and accident prevention techniques as they relate to a garage housing motorized equipment; good knowledge of the rules and regulations as they relate to campus ground users; good knowledge of snow removal methods; good knowledge of the maintenance of athletic fields; supervisory ability; ability to plan and assign the work load of a maintenance crew; ability to instruct others in the use of grounds maintenance, equipment and chemicals; ability to detect disease and damage to turf and prescribe treatment and control; ability to recognize potential safety hazards of grounds and equipment; ability to compile budget information; ability to keep inventory and order supplies; ability to plan, develop, and implement short and long term maintenance, repair and construction projects; ability to make cost estimates and expense projections; ability to oversee the work of contractors; ability to analyze needs and develop appropriate policies and procedures; ability to complete forms and write brief reports; ability to follow oral and written instructions; ability to establish and maintain good working relationships; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus five (5) years full time or its part-time equivalent experience in grounds and turf maintenance and associated equipment repair activities, two (2) years of which must have been in a supervisory capacity\*.

**NOTE:** Graduation from a regionally accredited or New York State university with a Bachelor's or Associate's degree in Landscape Architecture may substitute for up to two (2) years of the required experience, but not the supervisory experience.

\* supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

**SPECIAL REQUIREMENT:**

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**ADOPTED:** February 26, 1981

**REVISED:** July 1, 2010