

## SUPERINTENDENT OF GROUNDS

Code No.: 3-11-039  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional supervisory position responsible for directing the repair and maintenance of grounds, recreational areas, athletic fields, playground areas and other outdoor facilities of a school district or other agency. The employee directs various operations for the care, planting, and maintenance of turf, plants, trees and shrubs and performs administrative duties such as budgeting and purchasing. Grounds maintenance work is only performed in emergency situations. The employee reports directly to, and works under the general supervision of, an administrative-level staff member. The employee exercises general supervision over a grounds 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, schedules and supervises the work of grounds maintenance crews in landscape maintenance activities including turf management and equipment maintenance;

Identifies areas requiring special attention and completes requests for the application of fertilizers, insecticides, weed killers and fungicides;

Plans, schedules and supervises the work of maintenance crews involved in the repair and maintenance of lawn equipment and supplies;

Plans, schedules and supervises the work of maintenance crews involved in the repair and maintenance of athletic fields;

Acts as liaison between the Athletic Director and the grounds maintenance staff to ensure athletic fields are properly marked and meet regulations;

Plans, schedules, and supervises the building, installation, and maintenance of playground equipment and athletic fields;

Plans, schedules, and supervises the painting and repair of outdoor facilities and equipment;

Requisitions materials, supplies, and equipment;

Assists with department budget preparation;

Directs general grounds maintenance including tree, shrub and plant pruning, lawn mowing, and leaf raking;

Directs snow removal activities including plowing, shoveling, and salt spreading.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of grounds maintenance; good knowledge of turf management and pesticide application; good knowledge of supervisory techniques; good knowledge of budget preparation; good knowledge of landscaping techniques; good oral and written communication skills; ability to identify areas in need of fertilizers, insecticides, fungicides, and restricted-use chemicals killers; ability to requisition supplies; ability to coordinate pruning, spraying, repair of facilities and equipment and other maintenance activities in a timely and effective manner; ability to coordinate the preparation of athletic fields; ability to plan, schedule, and supervise the work of others; ability to establish good working relationships with others; ability to work independently; good judgment; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, PLUS EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Horticulture, Landscape Design, Landscape Development, Nursery Management/Landscape, Agriculture, Civil Technology, Forest and Resource Management, Ornamental Horticulture/Landscape Development, Turfgrass Management or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience in landscape work or grounds maintenance including turf management and repair activities, two (2) years of which must have involved supervision of staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus four (4) years paid experience as described in (A) above, two (2) years of which must have involved supervision of staff; OR,
- (C) Six (6) years experience as described in (A) above, two (2) years of which must have involved supervision of staff; OR,
- (D) Any equivalent combination of training and experience defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

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.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** May 4, 2005