

## **GROUNDS MAINTENANCE SUPERVISOR**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, scheduling, directing and overseeing the maintenance, cleaning and repair of grounds surrounding a building or building complex. Although the position is primarily supervisory in nature, it may require actual participation in building and grounds maintenance activities, on an as needed basis. Work includes the operation of a variety of light automotive equipment incidental to normal assignments. The work is performed under the general supervision of the Director of Buildings and Grounds, with leeway allowed for the exercise of independent judgment in carrying out assignments. Incumbent is responsible for supervising subordinates in department. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Supervises the care and maintenance of lawns, walks, shrubs, trees and other grounds;

Schedules and assigns work to employees on a daily basis, either verbally or by written layout;

Supervises the removal of snow from parking lots and sidewalks;

Trains subordinates in new grounds maintenance equipment and procedures;

Reviews work performed by subordinates by conducting visual inspections;

Operates a variety of grounds maintenance equipment such as lawn mowers, snow removal equipment or light automotive equipment;

Checks to ensure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;

Prepares and maintains a variety of written records and reports including activities, equipment inventories, purchase orders and maintenance records;

Serves as liaison with service providers including excavation, construction and other contractors;

Trains and supervises subordinates in new grounds maintenance equipment and procedures;

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May assume occasional supervisory responsibility for all buildings and grounds maintenance activities.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Thorough knowledge of the methods, materials, tools and safety procedures used in grounds maintenance; good knowledge of the operation of manual and motorized equipment used in grounds maintenance and snow removal; working knowledge of the operation and maintenance of heating and air conditioning, ventilating, electrical and plumbing systems; willingness to work outdoors, occasionally under adverse weather conditions; ability to plan and supervise the work of subordinates; ability to prepare and maintain written records and reports; and ability to understand and carry out oral and written instructions.

#### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a college or university with an Associate's Degree in engineering science, construction technology or related field and two (2) years of work experience in grounds or park maintenance activities, one year of which shall have been in a supervisory capacity; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience as described in (A) above, one year of which shall have been in a supervisory capacity; or
- (C) Five (5) years of work experience as described in (A) above, one year of which shall have been in a supervisory capacity; or.
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above

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**NOTE:** Completion of course work from a secondary trade school in construction, carpentry or a related field can be substituted for work experience on a year-for-year basis; however one year of supervisory experience is required.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Driver's License appropriate to the vehicles operated.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval:

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