

TITLE: Grounds Maintenance Supervisor

PW/13

DEPARTMENT: Public Works, City of Franklin

JOB SUMMARY: This position supervises and participates in a variety of parks and grounds maintenance assignments.

MAJOR DUTIES:

- o Oversees, supervises, and participates in ground maintenance activities.
- o Supervises the staff assigned to the maintenance of parks, city facilities and right-of-ways.
- o Maintains and monitors work schedules and time sheets.
- o Supervises and participates in mowing grass, trimming weeds, trimming shrubs, edging, and raking leaves.
- o Provides support for special events as needed.
- o Oversees the use of chemicals and fertilizers used in grounds maintenance activities; orders supply's and tracks inventory.
- o Oversees preventive maintenance of tractors, lawn mowers, and other equipment.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of grounds maintenance procedures and equipment.
- o Knowledge of the use of hand and power tools.
- o Knowledge of the safe use, operation, and maintenance of equipment.
- o Skill in the use of maintenance equipment.
- o Skill in the supervision of personnel.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The General Services Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include traffic laws, laws pertaining to chemical use, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related supervisory and grounds maintenance duties. Inclement weather contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in grounds maintenance duties. Successful performance in this position contributes to well maintained city parks and grounds.

PERSONAL CONTACTS: Contacts are typically with other city personnel and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Crew Leader (2), Grounds Maintenance Worker I (11), and Landscape Maintenance Technician (1).

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

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- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- o Possession of or ability to readily obtain and maintain a valid driver's license for the type of vehicle or equipment operated.