TITLE: GROUNDS, IRRIGATION AND IPM SUPERVISOR

JOB GOAL: To plan, coordinate and supervise the daily activities of the District's

Grounds, Irrigation and IPM staff; develop and administer budgets; coordinate and administer program services; train, supervise and evaluate

the performance of assigned staff.

#### **QUALIFICATIONS**

## Knowledge of:

- 1. Principles of supervision, training and teambuilding.
- 2. District evaluation practices and procedures.
- 3. Interpersonal skills using tact, patience and courtesy.
- 4. Care of grounds and irrigation equipment and tools.
- 5. Cleaning, pest and weed abatement application chemicals and their safe and proper use.
- 6. Computer software to include database, spreadsheet, word processor and presentation.
- 7. Computerized Management System (CMMS).
- 8. Techniques, supplies, tools, equipment and fertilizers in lawns, shrubs, trees, plants and sport field/turf maintenance.
- 9. Turf management.
- 10. Local area plants, trees and shrubs.
- 11. Soils, including track and baseball field infield mixes.
- 12. Sports field lining.
- 13. Technical aspects of the grounds maintenance trades.
- 14. Pesticides, fungicides and herbicides use, application standards and applicable governmental laws and regulations.
- 15. Health and safety regulations and procedures.
- 16. District organization, operations, policies and objectives.
- 17. District policies and procedures related to District and Civic Center operations.
- 18. Proper English usage, spelling, reading, writing and math.
- 19. Requirements for maintaining school buildings and grounds in a clean, safe and orderly condition.

## Ability to:

- 1. Plan. coordinate and supervise the daily activities of the District's Grounds division.
- 2. Apply general policies and procedures to specific situations.
- 3. Communicate effectively and tactfully in verbal and written forms.
- 4. Coordinate and maintain a vehicle preventive maintenance program.
- 5. Coordinate irrigation and grounds operations areas to assure jobs progress.
- 6. Meet schedules and timelines.
- 7. Effectively and efficiently supervise, train and evaluate employees as required.
- 8. Establish and maintain effective rapport with students, parents and community members.
- 9. Establish and maintain effective work relationships with those contacted in the performance of required duties.
- 10. Handle all matters in a tactful, courteous and confidential manner so as to maintain and/or establish good public relations.
- 11. Make recommendations on staffing needs.

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## Ability to (continued):

- 12. Meet the physical requirements necessary to perform required duties safely and effectively.
- 13. Assist in overseeing civic center operations, maintaining cost-effectiveness.
- 14. Analyze budget expenditures and provide recommendations for revision and future requirements.
- 15. Participate in the development and monitoring of a centralized budget for civic center, irrigation, grounds and warehouse operations.
- 16. Plan, direct, coordinate, assign and schedule the work of others.
- 17. Safely operate and apply grounds, irrigation, equipment, materials and chemicals.
- 18. Skillfully operate, clean and maintain tools and equipment.
- 19. Understand and utilize computer systems as they relate to various assigned functions.

## Training and Experience:

- 1. A work history demonstrating reliability and good attendance.
- Bachelor's degree in facilities management or related field and five years of progressively responsible grounds maintenance trades experience including at least one year in a lead of supervisory capacity. Additional education or years of experience may be substituted to meet the minimum qualifications.
- 3. Formal college coursework and/or training in the areas of field turf management, horticulture, landscape architecture, irrigation design and/or water conservation practices/methods is highly desirable.
- 4. Possession and maintenance of a valid First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification.
- 5. Two or more years of management responsibilities in a public school system or equivalent setting desirable.

**REPORTS TO:** Director of Maintenance and Operations or designee.

**SUPERVISES**: Assigned Grounds, Irrigation and IPM Staff.

## **ESSENTIAL FUNCTIONS**

- 1. Plans, organizes and directs the activities, personnel and operations of the Grounds, Irrigation and Integrated Pest Management (IPM) divisions of the Maintenance and Operations Department.
- 2. Develops and maintains a preventative maintenance plan for Grounds, Irrigation and IPM.
- 3. Schedules, coordinates and inspects ground projects including renovation, routine maintenance, construction and repairs; assures proper quality standards and schedules are met.
- 4. Develops systems to effectively coordinate and support the grounds needs for site and District special events, civic center events and athletic events.
- 5. Develops and maintains effective systems for irrigation repair, pest mitigation and ground restoration requests.

# **ESSENTIAL FUNCTIONS** (continued)

- 6. Trains, supervises, and evaluates the performance of assigned staff; develops and maintains systems to assign and track work; prepares and reviews position descriptions; participates in the interviewing, candidate selection, performance managing, and assigning of personnel; develops and provides training to assure personnel development and compliance with governmental regulations and District policies.
- 7. Plans and schedules repairs and maintenance; evaluates work orders for sites and assigns work and requests.
- 8. Prepares and develops required input for annual division budget, including grounds and specified services; monitors division's expenditures to assure conformance with budget limitations; reviews, recommends and approves purchase orders for equipment, supplies, materials, service and repairs according to established District procedures and budget limitations.
- 9. Assures proper custody, control and condition of assigned facilities, equipment and tools; coordinates equipment moves between District sites and schools.
- 10. Develops and implements routine and preventive maintenance program for landscaped areas and sports fields, including mowing, pruning, watering, planting and irrigation services.
- 11. Develops timely projections, requirements and justifications for change in resources, including personnel, shop facilities, equipment and tools; initiates and coordinates action to provide necessary substitutes or temporary personnel.
- 12. Develops and administers the District's landscape fertilization policy for soil, plants and turf; supervises the preparation and application of pesticides, herbicides and fertilizers.
- 13. Develops plans, specifications and cost estimates for the purpose of implementing new landscape projects, grounds repair and improvement projects in accordance with the District's short and long-term plans.
- 14. Develops scope and solicits quotes for landscaping projects; acts as a liaison with architects, engineers and contractors on new construction and site renovation projects.
- 15. Plans, organizes and present training programs for the purpose of developing staff grounds maintenance skills, ensuring the presentation of new techniques and equipment and implementation of program standards.
- 16. Recommends policies, procedures and actions for the purpose of establishing standardization, providing direction and making decisions.
- 17. Maintains and installs Best Management Practices (BMPs) for preventing contaminants from contacting storm water runoff.
- 18. Responds to emergency grounds issues as required, including drain flooding, product delivery, downed trees, and other issues. Maintains routine records as related to assigned activities.
- 19. Responds to , irrigation, grounds and operations department problems on a 24-hour, 7-day a week basis.
- 20. Participates in the District's emergency testing and training program.
- 21. Prepares scheduled and special reports and analytical studies.
- 22. Knows and understands the Mission and Core Values of the District.
- 23. Participates in ongoing training and staff development.
- 24. Performs related duties as assigned.

## SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.

# **SPECIAL REQUIREMENTS** (continued)

- 2. Possession and maintenance of a valid California Driver's License desirable; have an acceptable driving record, be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.
- 3. Within the first six months of employment, must obtain and maintain a valid Qualified Applicator Certificate issued by the Department of Food and Agriculture, State of California, as applicable to school buildings and grounds pest control.

## **PHYSICAL ABILITIES**

- 1. Visual ability to read handwritten or typed documents and instructions.
- 2. Able to conduct verbal conversation in English.
- 3. Able to hear normal range verbal conversation (approximately 60 decibels.)
- 4. Able to stand and walk up to six (6) hours per day.
- 5. Able to squat, twist, stoop, kneel and bend up to five (5) hours per day.
- 6. Able to sit for up to four (4) hours per day.
- 7. Able to climb slopes, stairs, steps, ramps and ladders.
- 8. Able to lift and/or carry up to ten (10) pounds up to six (6) hours per day, and thirty (30) pounds up to four (4) hours per day.
- 9. Able to push and pull objects weighing up to thirty (30) pounds up to four (4) hours per day.
- 10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- 11. Able to exhibit full range of motion for shoulder abduction and adduction.
- 12. Able to exhibit full range of motion for elbow flexion and extension.
- 13. Able to exhibit full range of motion for shoulder extension and flexion.
- 14. Able to exhibit full range of motion for back lateral flexion.
- 15. Able to exhibit full range of motion for hip flexion and extension.
- 16. Able to exhibit full range of motion for knee flexion.
- 17. Able to work at various elevated heights in a safe and effective manner.
- 18. Able to work in restricted spaces in a safe and effective manner.
- 19. Able to demonstrate manual dexterity necessary to perform fine procedures and operate both manual and power hand tools in a safe and effective manner.
- 20. Able to operate a variety of powered and manual equipment commonly found in janitorial and services in a safe and effective manner.
- 21. Able to operate office machines and equipment in a safe and effective manner.
- 22. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year Classified Management

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of

Education policy on evaluation of Professional Personnel. The Assistant Superintendent of Facilities/Operational Services or designee will complete

the evaluation.

Approved by: Board of Education Date: June 16, 2022

# MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A TOBACCO-FREE, DRUG-FREE WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.