

Crew Supervisor, Grounds Operations

Job Code 00007053

General Description

Responsible for supervising, scheduling, and planning the work for a crew of grounds maintenance staff, or for an assigned portion of the university campus.

Examples of Duties

Develop and prepare work schedules.

Prepare request forms for purchases and chemical applications.

Delegate, explain, and clarify work assignments to crew.

Maintain equipment and supply inventories by ordering, stocking, and recording materials needed.

Supervise the work of staff. Prepare safety or accident reports.

Inspect grounds to determine workload and priorities.

Coordinate tasks to be completed with employees from other departments.

Maintain athletic fields.

Evaluate and provide feedback on work in progress.

Perform annual job appraisals of ground crew; recommend promotion, demotion, or discharge.

Analyze equipment repair and maintenance needs.

Perform bed maintenance tasks such as pruning, trimming, weeding of annual shrubs and ground cover.

Operate heavy equipment such as dump truck, tractor, and backhoe.

Prepare reports.

Maintain swimming pool.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Management and supervisory responsibilities; horticulture profession; irrigation controller equipment.

Skill in: prioritizing workload for self and others;

Ability to: Read and understand technical manuals, material safety data sheets, chemical labels, laws and restrictions, policies and procedures; evaluate job instructions; complete report forms, records for chemicals, budgets, daily work schedules; prepare professional reports using personal computer; calibrate pesticide, chemical, and rye grass applications; calculate material needs and budgets; interact with public on a daily basis; direct the work of crew; maintain rapport with other members of physical plant; effectively present information and respond to questions from various parties; analyze mechanical equipment and recommend treatment or repair as needed; explain procedures, provide instruction, conduct meetings, and provide training.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements