

GROUNDS SUPERVISOR

GENERAL STATEMENT:

Plant and maintain shrubs, flowers, and trees. Maintain lawn and grassy areas by mowing, trimming, edging, watering, and fertilizing.

REPORTS TO:

Director of Plant Operations

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

None

LICENSE OR CERTIFICATION:

Valid driver's license authorizing the operation of an automobile.

EXPERIENCE:

Prefer experience with commercial type mowers, weed eaters, and other tools to care for turf grasses, trees, flower beds, shrubs etc.

OTHER:

Knowledge and ability to properly and safely operate hand and power tools needed to maintain the campus grounds. Knowledge and ability to perform minor maintenance on all types of groundskeeping equipment. Ability to supervise personnel.

DUTIES AND RESPONSIBILITIES:

- Give direction to other grounds personnel.
- Attend training seminars as determined by Director of Plant Operations.
- Pick up trash throughout campus on a daily basis.
- Remove dead animals that are on the campus grounds.
- Use of power and hand mowers and clippers to cut lawn and shrubs.
- Maintain trees using pruning shears and saws.
- Use and maintain certain power tools and equipment.
- Use hand tools such as shovel, rake, hoe, broom, blower, hose, and wheelbarrow.
- Prepare soil by cultivating, fertilizing, and soil conditioning.
- Remove and store plants and bulbs for winter.
- Start, transplant, and develop seedlings, sod, trees, and cuttings.
- Adjust, lubricate, and repair mowers and ground equipment as required.
- Occasionally work with other trades.
- Other duties as assigned by the Director of Plant Operations or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- May be required to lift, push, or pull fifty (50) pounds
- May be required to work during evening, weekend, and holiday hours.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 06/16/09

JD408