

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

SUPERVISOR, GROUNDS OPERATIONS

DEFINITION

Under the direction of the Manager I, Grounds Operations, the Supervisor, Grounds Operations supports the educational programs of the District by supervising and coordinating the grounds operations throughout District requiring a flexible work schedule and the ability to work nights.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification

1. Coordinate and oversee day-to-day grounds activities at all school sites and auxiliary buildings.
2. Review automated work orders, assign work and provide work plans and instructions to staff.
3. Prioritize and coordinate duties and assignments of grounds operation crews.
4. Assign, monitor and review rotational over-time assignments of grounds staff.
5. Coordinate and supervise responses to emergencies, vandalism or damage during and after normal work hours.
6. Supervise, evaluate and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state, and federal educational and professional standards.
7. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
8. Plan, coordinate and arrange for appropriate training of subordinates.
9. Develop and prepare work schedules.
10. Review and revise work methods and procedures to assure efficiency, cost-effectiveness and compliance with established regulations, policies and standards of quality.
11. Plan and direct action necessary to correct safety hazards.
12. Establish implement and enforce district health and safety measures and precautions.
13. Review grounds reports and work orders to determine materials, labor and time requirements.
14. Maintain records and prepare reports as required.
15. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in the grounds work in a District.
16. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

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QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping techniques; materials, chemicals and equipment needed to maintain the grounds of a school district; safety precautions, rules, regulations and procedures.

Ability to: Supervise, lead and direct the functions and activities of a grounds department for a school district; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; train and instruct others in performance of their duties; establish and maintain records; utilize a computerized department work order system; operate a vehicle observing legal and defensive driving practices; comply with the District's customer service standards, as outlined in Board Policy.

Education: Graduation from high school or equivalent.

Experience: Four years of experience in grounds operations including one year of lead or supervisory experience.

License: Valid California driver's license.