



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Craftsman Maintenance IX – Grounds/Irrigation Supervisor**

Position Type: <b>Classified</b>	Department: <b>Facilities</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Facilities Director</b>
Salary Range: <b>38</b>	
Term of Employment: <b>12 months</b>	Date: <b>October 25, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assists the Facilities/Crafts Coordinator in supervising the District grounds program, supervising the District grounds crew, and supervises and implements a safety training program for the grounds crew to maintain its effectiveness and compliance with regulations. Takes direction on maintenance issues from the Facilities/Crafts Coordinator/Manager. With a commitment to quality, evaluates and monitors performance of personnel in support of the District's grounds, irrigation and landscaping tasks.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Maintenance and upkeep of all school grounds and surrounding areas.
- Staff supervision with emphasis on horticultural practices.
- Systems operation and repair/cost analysis of new vs. repair.
- Budgeting and projection for future growth.
- Cost containment through the use of landscape materials, personnel.
- Manages small associated construction projects to completion.
- Supervises herbicide application in accordance with Arizona Structural Pest Control rules and regulations.
- Supervises, directs and monitors the activities of the District maintenance crews.
- Formulates methods and procedures for maintenance activities devising work schedules and making routine checks to verify work progress.
- Aids the Facilities/Crafts Coordinator in assigning maintenance tasks to grounds crew and personnel for operations in the other various areas.
- Aids in estimation of cost and determining replacement as opposed to repair.
- Fills out requisitions in preparation for typing based on general guidelines and past orders in order to acquire materials and supplies needed in the work unit.

- Reads, visualizes and interprets construction specifications and plans.
- Maintains existing documentation and devises and implements new record keeping methods.
- Coordinates and inspects outside contractors as assigned by the Facilities/Craft Coordinator and/or Facilities Manager.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises 20+ employees in the District Facilities Grounds/Landscaping Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.
- Working knowledge of the Arizona Landscape Professional Standards.
- Staff supervision with emphasis on horticultural practices.
- Herbicide application.
- Irrigation systems operation and repair/cost analysis of new vs. repair.
- Turf/ornamental materials recommendations for new school design
- Cost containment through the use of landscape materials, personnel
- Assists Planning, Design and Construction Department in receiving bid documents and monitoring new landscape work.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid Arizona Drivers License.
- Must not have accrued six (6) points against driver's license within the past three (3) years.
- Pesticide Applicator License (B3 right of way weeds).

**EDUCATION AND/OR EXPERIENCE:**

- High School diploma or general education degree (GED).
- Equivalent combination of education and experience.
- Minimum of three years supervisory experience.
- Experience in Facilities Management and Turf/Landscape programs preferred.
- Commercial landscape background preferred.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*