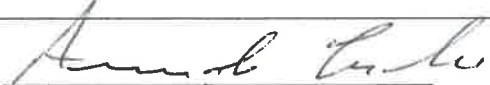
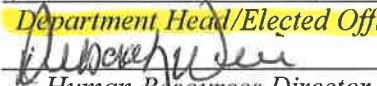


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Supervisor, Grounds Maintenance		PAY GRADE: B32
DEPARTMENT: Facilities and Parks	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
REPORTS TO: Facilities and Parks Manager	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
APPROVED:		<u>11/14/14</u>
	<i>Department Head/Elected Official</i>	<i>Date</i>
		<u>11/14/14</u>
	<i>Human Resources Director</i>	<i>Date</i>

I. PURPOSE SUMMARY. Under general direction, is responsible for supervising and coordinating the various tasks necessary to achieve a pleasant and functional outdoor environment for all of the Doña Ana County facilities, community centers, parks, and volunteer fire departments.

II. ESSENTIAL DUTIES.

Supervises and coordinates the activities of workers in the performance of services to the exterior of various county owned or leased buildings, facilities and parks; makes inspections of building and surrounding areas; enforces safe working practices and procedures; ensures that work is performed safely and within the guidelines of the Occupational Safety and Health Act (OSHA) and/or state regulations; recommends changes in working conditions and use of equipment to increase efficiency of work crew; keeps the Manager informed of the status of ongoing projects; confers with building tenants and makes recommendations on grounds maintenance practices; makes budget item and capital expenditure recommendations on general grounds maintenance; keeps records and prepares, analyzes, organizes, and prioritizes staff operations and procedures; reviews and revises forms and procedures in order to continually improve efficiency of work flow; schedules and supervises repairs and landscaping and construction projects; assists in the planning, implementation, and administering of an effective grounds maintenance program; submits written work orders and progress reports as requested; assists the Manager with contacting vendors, suppliers, and equipment technical support departments to ensure best prices, quality, and warranties for purchases made; assists the Manager with administrative tasks as assigned; assists the Manager, as necessary, in obtaining quotes and preparing Request for Proposals and attending bid openings; assists with the department budget process; oversees the work of the general contractors hired by Doña Ana County, as needed; interacts with vendors, contractors, all county departments, court judges, attorneys and public state and government agencies; coordinates with contractors on the expenditures for each of the parks and facilities; supervises grounds maintenance personnel; plans, assigns, and reviews the work of assigned personnel to ensure completeness, accuracy, and timeliness; and evaluates their performance; trains and develops assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; makes recommendations on personnel changes; interviews new applicants; and is responsible for knowing and abiding by all department and County policies and procedures.

III. ADDITIONAL DUTIES. Other related duties as assigned; Must be able to be on-call 24 hours a day

IV. QUALIFICATIONS.

- A. **Education.** High school diploma or equivalent required
- B. **Experience.** A minimum of five (5) years full-time experience in landscaping and/or grounds maintenance; two (2) of which include a minimum of two (2) years in a supervisory capacity. Must be computer literate.
- C. **Education/Experience substitution.** In accordance with county policy.
- D. **Licenses/Certifications.** Possess a valid driver's license.
- E. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass pre-employment background check; bilingual (English/Spanish) preferred

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of the operational characteristics, services, and activities of service programs including grounds maintenance, pertinent federal, state, and local laws, codes, and regulations; the principles and practices of effective supervision, leadership, training, and performance evaluation; business English, spelling, grammar, and punctuation; basic arithmetic; and general landscaping and grounds operations.

Must have skills to analyze and evaluate information accurately and express ideas clearly when providing oral and written reports and recommendations; use initiative and judgment in working independently while recognizing matters which require the attention of the manager; recommend and implement goals for providing effective and efficient services; supervise, train, and evaluate assigned staff; communicate effectively in oral and written form; and establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

While performing the duties of this job, the employee will be required to demonstrate extensive physical abilities in outdoor construction environments; operate general grounds equipment; and operate general office equipment. Employee must be able to move or re-position frequently, up to 50 pounds of materials or objects; occasionally, up to 180 pounds with supportive devices or help. Specific vision requirements for this job are close vision, distance vision, and the ability to adjust focus.

5. WORK ENVIRONMENT.

Performs work primarily outdoors and is exposed to various elements of the weather and fluctuating temperatures. Employee may be exposed to harsh environmental conditions, dust, mists, paint, and chemical fumes. Most work is done on natural ground and on occasion, employee may work on stairs, ladders, catwalks, or scaffolding and inclines or ramps. The noise level in the work environment is moderate to loud. During onsite inspections, employee is exposed to exhaust fumes and dust from equipment operation. The employee may be exposed to toxic or caustic chemicals, which if not used properly, may cause burns or other skin irritations.

6. SUPERVISORY RESPONSIBILITY.

Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include interviewing, hiring, and training employees. Maintains goals and objectives for the department. Plans, assigns, and directs work. Appraises performance, rewards, and disciplines employees. Addresses complaints and resolves problems.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*