

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: GROUNDS SUPERVISOR

PAY GRADE: C-4

OVERTIME STATUS: NON EXEMPT

MAJOR RESPONSIBILITY:

To organize and supervise the work of the groundskeeping crew. Perform general maintenance and some specialized functions for campus grounds and exterior of facilities in order to improve image of college and to provide for safety.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent. Practical, working knowledge of ornamental horticulture.
2. Years of experience in the field: Minimum of five years' experience in grounds work.
3. Special skill or abilities related to position: Ability to organize work and supervise crew. Ability to follow instruction and work without supervision. Knowledge and skill in use of standard power-operated ground equipment. [Must be able to lift 65 pounds.] Possession of a valid Florida driver's license required.

ESSENTIAL JOB FUNCTIONS:

1. Organize the daily work schedule, assign work to groundskeepers and inspect completed work.
2. Supervise the grounds crew and inmates working on grounds.
3. Supervise the cleaning, care and maintenance of equipment and tools.
4. Assist supervisor in ordering supplies and equipment parts as needed.
5. Perform a variety of routine groundskeeping duties such as planting, fertilizing, pruning, watering, weeding, mowing and landscaping.

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ESSENTIAL JOB FUNCTIONS (Continued)

6. Advise on and assist with new landscaping projects and plant and lawn care.
7. Carry out planned program of spraying/fertilizing.
8. Operate tractors, mowers, edgers, weed eaters, and similar power equipment and hand tools in order to mow and trim grass and grassy areas of campus.
9. Assist in pruning trees and shrubs. Remove and dispose of limbs, branches, leaves, moss and other matter.
10. Remove litter from grounds and from trash containers, and perform clean-up maintenance on campus roads, water retention areas, and parking lots.
11. Assist in minor repairs to roads, parking lots, and draining/irrigation systems.
12. Apply pesticides, fungicides, nutrients, and other authorized chemical products as needed.
13. Perform other duties as assigned by supervisor, including assisting with relocation of furniture and equipment and other non-routine tasks within the Facilities division.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (40 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.
- Equipment operation.

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions.
- In or with moving vehicles and/or equipment.

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ENVIRONMENTAL CONDITIONS (CONTINUED):

Revised 02/12/2020
12/1/2006 - Pay Grade changed from C-5 to C7
Revised 8/23/04-FLSA

- Radiant energy.
- Grease or oils.
- Uneven surfaces.
- Cleaning solutions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director of Facilities and Plant Operations