

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: GROUNDS SUPERVISOR

PAY GRADE: C-7

OVERTIME STATUS: NON EXEMPT

### MAJOR RESPONSIBILITY:

To organize and supervise the work of the grounds keeping 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.

### 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 of 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 grounds keeping duties such as planting, fertilizing, pruning, watering, weeding, mowing and landscaping.
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.

ESSENTIAL JOB FUNCTIONS (Continued)

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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate orally.
- Heavy (45 pounds and over) lifting and carrying.
- Reaching.
- Walking.
- Standing.
- Bending.
- Driving.
- Equipment operation.

ENVIRONMENTAL CONDITIONS:

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