

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Public Grounds Maintenance Supervisor</u>
Sch & Grade	<u>CTL-14</u>
Class Code	<u>HN05</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Horticulture</u>

**PRIMARY PURPOSE:**

Serves as first-line supervisor over crews responsible for the maintenance of city grounds and/or city trees assigned to the Public Works Department including various city facilities, right of ways, city-maintained easements, waterways, and other municipal properties.

**SUPERVISION:**

Under the general supervision of the Public Works Operations Supervisor over the Public Grounds Section of Public Works; supervises the work of assigned personnel.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises, plans, directs, coordinates, and reviews the progress of work crews engaged in the maintenance of public grounds assigned to the Public Works Department; determines, prioritizes and schedules routine and non-scheduled maintenance, and develops preventative maintenance programs for work assigned.
2. Plans, determines, prioritizes, and schedules public grounds maintenance programs including the mowing, planting, transplanting, pruning, fertilizing, spraying and other care and removal of vegetation.
3. Instructs crew in methods or procedures to utilize in order to accomplish assigned work.
4. Contacts, responds, and meets with the public regarding problems and/or concerns regarding grounds maintenance issues.
5. Coordinates public grounds maintenance with other city departments, City Utilities, etc.
6. Prepares and maintains required records and reports including payroll, inventory, project status, etc.
7. Prepares division budget, monitors expenditures, and writes specifications for equipment purchases, supplies and services.
8. Maintains appropriate supply of materials and services needed to perform work.
9. Provides training and instruction to crew members regarding equipment operation and work procedures; ensures that appropriate equipment is utilized for specific projects and work is done in accordance with required standards and grounds maintenance practices.
10. Ensures that crewmembers follow proper safety procedures and that equipment is kept in good working order.
11. Reads and interprets technical manuals, blueprints and other construction drawings for a variety of landscape installation and maintenance projects, equipment operation, etc. as required.
12. Completes performance evaluations, recommends and implements necessary disciplinary action, and participates in and makes recommendations regarding the hiring decisions of crewmembers.
13. Travels to work sites throughout the city.

**IMPORTANT FUNCTIONS:**

1. Utilizes computer software applications used in conjunction with performing duties.
2. Attends workshops, seminars, conferences and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, methods, and equipment involved in public grounds maintenance programs. Applicable safety methods and procedures; basic math calculations required for inventory, cost estimates, etc.; supervisory methods and techniques; general knowledge of urban forestry, turf management, and landscaping is required.

**Abilities**

Effectively plan, organize, and supervise crews involved in public grounds maintenance operations; accurately determine and estimate kinds and quantities of materials needed for projects and chemical applications; keep accurate records and prepare reports; follow oral and written instructions; learn and utilize computer software applications; train and direct employees in the operation of equipment and completion of projects in a manner consistent with safety principles; review analytical information; communicate effectively verbally and in writing; deal effectively and courteously with associates, vendors, the general public and other agencies; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Typically requires a minimum of four years of experience in equipment operation, arboriculture, and grounds maintenance duties. At least one year of the experience must be in a crew leader and/or supervisory capacity.

**Physical Requirements**

Performs bending, squatting, climbing, and reaching both to ground level and overhead; holds and grips objects.

**Working Environment**

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical, chemical, electrical, as well as other safety hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic, construction, repair, etc.; may be exposed to constant and/or extreme noise and fumes/odors.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License; must currently possess a state pesticide public applicator's license in any category; must obtain right-of-way management category within the probationary period; possession of (or obtaining) a valid International Society of Arboriculture's Certified Arborist and/or Professional Grounds Management Society's Grounds Manager certificate is desirable.

**Miscellaneous Requirements**

Subject to emergency call-in.

<b>Last Revision:</b>	February 14, 2012	<b>GENERAL ORDINANCE NO. 5188</b>
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 3, 2002

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_