

Grounds Supervisor *

Function of Job:

Under general supervision of designated supervisor, assign work and supervise a grounds crew in all aspects of grounds and turf maintenance, related equipment and supplies.

Characteristic Duties and Responsibilities:

1. Plan, schedule, assign and supervise grounds maintenance crew in road grading and repair, sprinkling, street cleaning, snow removal and drainage, turf maintenance as required.
2. Supervise the care and maintenance of lawns, shrubs and hedges, tree removal, planting and spraying, and weed eradication.
3. Supervise grounds maintenance crew in campus clean-up projects, and assist in special events projects as required.
4. Perform periodical inspections of all assigned work areas.
5. Maintain data base of inspections and site visits and other records and reports as needed.
6. Design, install and supervise installation of brick, concrete or paved walkways, estimating and ordering materials, as required.
7. Develop and maintain turf maintenance program.
8. Make recommendations of modifications/procedures.
9. Instruct employees in the proper methods and use of equipment.
10. Assure proper routine maintenance is performed on all motorized equipment.
11. May be required to supervise heavy equipment operators.
12. Supervise staff and/or students.
13. Operate all related equipment and make necessary minor repairs, as required
14. Report to work as required under emergency conditions, as necessary.
15. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and five years of related experience in grounds and turf maintenance, including three years of supervisory experience.
2. Ability to ensure the proper use of all equipment.
3. Current driver's license for state of New Hampshire, or valid commercial class B motor vehicle license if required.
4. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
5. Must be able to wear and use appropriate personal protective equipment as necessary.
6. New Hampshire pesticide applicator's license
7. Right of Way license if required by department.
8. Good communication, interpersonal and public relations skills.

5/27/2002
System Approval

3/4/2002
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised – original approved 1/16/75 as “Grounds Lead Worker (Assistant Grounds Foreman)”; revised 8/10/75, 12/11/80, 7/29/83 and 5/13/92 as “Grounds Lead Worker (Assistant Grounds Supervisor)”.