Title: Grounds Maintenance Superintendent 2

Pay Scale Group: 31

Essential Function

Under general supervision from a designated supervisor, supervise and coordinate the efforts of lower level classifications in programs of maintenance, repair and remodeling for a variety of trades.

Characteristic Duties

1. Act as foreperson from a designated area.

2. Perform functional and administrative supervisory responsibilities for lower level classifications (1-5 employees, which may include Grounds Maintenance Superintendent 1s).

3. Perform “hands on” work as required.

4. Meet with project managers, engineers, department heads, contractors, designers and higher level management to coordinate activities (i.e., modifications or additions of area).

5. Serve on committees as required.

6. Maintain inventory on equipment and supplies.

7. Initiate requisitions to order supplies and/or equipment.

8. Assist in preparing budget requests and ensure cost efficiency of area.

9. Assist in employee develop and formal staff training.

10. Design and administers promotional, hands-on examinations.

11. Maintain a library of technical information.

12. Maintain shop and personnel files and records.

13. Make decisions regarding time off from work requests of subordinates.

14. Address subordinates’ grievances, provide information to subordinates as needed.

15. Take an active role in progressive discipline action (i.e., initiates reprimands and counseling; may recommend administrative hearings.

16. Perform related duties based on departmental need.
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Unusual Working Conditions

- Work outside in all weather conditions; work with potentially dangerous equipment and chemicals; exposed to dirt, dust, fumes and noise.

Minimum Qualifications

- High school/GED diploma and three years experience in appropriate area of practice; horticulture; ground equipment/management; athletic field; or special project-masonry and repair. Must be able to lift 60-100 pounds and be able to demonstrate a full range of motion for bending, stooping and lifting. Must have valid driver's license with an acceptable driving record; Commercial Applicator License is required to work in ground equipment/management; athletic field or horticulture areas in accordance with Ohio Revised Code 921.06 Ohio Department of Agriculture and Federal regulations.

Last updated: March 2009