



# *Provincial Job Description*

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**TITLE:**  
**(460) Groundskeeping Supervisor**

**PAY BAND:**  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises the operations of the Grounds Department and equipment. Ensures seasonal care of grounds, parking lots, building access areas and related equipment for multiple sites.

***QUALIFICATIONS:***

- ◆ Grade 12
- ◆ Successful completion of the Power Mobile Equipment (PME) Safety Evaluators course

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Basic mechanical skills
- ◆ Knowledge of landscaping/horticulture equipment
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Ability to work independently
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Valid driver's license

***EXPERIENCE:***

**Previous:** Twenty-four (24) months previous experience in landscaping, gardening, pesticide application, groundskeeping and related equipment repair to consolidate knowledge and skills.

## ***KEY ACTIVITIES:***

### **A. Supervision**

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Ensures compliance with department policies, procedures and objectives.
- ◆ Provides input into staffing, performance appraisals and performance reviews.
- ◆ Provides orientation, education and training for staff.
- ◆ Communicates with and motivates staff.
- ◆ Oversees grounds/landscaping projects.

### **B. Administration**

- ◆ Provides input into selection/replacement of necessary equipment and landscaping products.
- ◆ Coordinates orientation, education and training for staff.
- ◆ Corrects/verifies payroll.
- ◆ Assists in establishing and implementing policies and procedures.
- ◆ Liaises with other departments (e.g., when using pesticides or restricting traffic).
- ◆ Schedules and/or performs inspections, preventative maintenance and service on all grounds equipment.
- ◆ Prepares estimates and coordinates contractors for projects (e.g., asphalt repair, line painting).
- ◆ Plans, monitors and performs final inspection of grounds projects.
- ◆ Ensures operation and maintenance of irrigation systems (e.g., seasonal maintenance).
- ◆ Ensures maintenance of groundskeeping storage areas/buildings.
- ◆ Maintains inventory.

### **C. Related Key Work Activities**

- ◆ Participates in OH&S committee, as required.
- ◆ Maintains records/quality control of chemical usage e.g., pesticides, herbicides.
- ◆ Ensures safe handling and disposal of bio hazardous material.
- ◆ Response to inquiries by staff, public, and others regarding the grounds.
- ◆ Performs grounds maintenance (e.g., snow removal, pest control, lawn care), as required.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: February 13, 2019**