



Provincial Job Description

TITLE:
(460) Groundskeeping Supervisor

PAY BAND:
13

FOR FACILITY USE:

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:

SGEU:

SAHO:

Date: December 12, 2013