

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 583

GROUNDS MAINTENANCE SUPERVISOR

GENERAL

Responsible supervisory work in the maintenance of all City property. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Supervises the ground maintenance of all medians, right-of-ways and public buildings.
- Interprets job assignments to workers and assigns duties to crews of varying sizes and skills.
- Establishes or adjusts work procedures to meet schedules.
- Requisitions materials and supplies for projects and coordinates the use of workers and equipment.
- Analyzes and resolves work problems, and assists workers in solving problems.
- Maintains time and attendance records.
- Studies existing practices and procedures to determine methods of improvement.
- Makes job sight inspections in order to assure safe working conditions and procedures and instructs workers in safe work habits.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods, practices and procedures used in grounds maintenance functions.
- Knowledge of plants, pesticides, grasses, fertilizers and the requirements of their maintenance.
- Knowledge of effective supervisory techniques.
- Knowledge of the tools and equipment used in a grounds maintenance operations.
- Knowledge of safety rules and procedures.
- Ability to assign and supervise the work of crews and individuals.
- Ability to keep accurate records and to submit accurate reports.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelors degree in Horticulture, Landscape Architecture, Urban Forestry or related field with two years experience or an Associate Degree in related field and extensive experience in the field of turf and equipment maintenance, with some experience in a supervisory capacity.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to perform strenuous physical labor. Ability to lift up to 100 lbs.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/16

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 24/50

Location: Public Works Department

GERS: Regular: Regular Class