

Jessamine County Fiscal Court Job Description



Grounds Supervisor

Location: Jessamine County, Kentucky

Department: Facilities Management

Type: Full Time

Salary Grade: 7 - \$44,316 – 59,811

Reports to: Director of Facilities

Date Approved: Prior

Position Summary:

Under direct supervision of Facilities Manager, performs lawn care, landscaping, snow removal and general maintenance on County properties while planning, coordinating, and supervising the activities of the grounds maintenance crew to ensure all county grounds are kept in safe, clean, and aesthetically pleasing condition.

Key Responsibilities:

- This is a working supervisor position focused on the upkeep of all county properties. This includes mowing, landscaping, irrigation, tree care and general grounds upkeep.
- This position will supervise and manage grounds maintenance staff, including training, scheduling, and performance evaluation.
- Training of employees for safety compliance associated with all chemicals and their handling within the scope of the position as well as proper safety training for all equipment being used.
- Collaboration with maintenance where required for facility upkeep including Entering workorders and requests
- Utilizing Workeasy software for the collecting of and approval of employees' time and attendance
- Coaching and development of those being supervised
- Provide recommendations for cost-effective and sustainable grounds maintenance practices, including the use of eco-friendly materials and equipment.
- Prepare and manage the budget for grounds maintenance operations, including equipment and supply purchases.
- Maintain accurate records of work completed, materials used, and equipment maintenance.
- Provide reports to the Facilities Director on grounds conditions, issues, and maintenance needs.
- Manage the procurement of materials, equipment, and supplies needed for grounds maintenance activities.
- Ensure that all equipment and vehicles are properly maintained, inspected, and serviced regularly.
- Any other function required by the Director of Facilities or County Judge/Executive.

Qualifications:

- Graduation from an accredited high school or its equivalent (G.E.D.) and/or vocational school supplemented by five (5) years of responsible experience in grounds maintenance, lawn care, landscaping and snow removal.

- Considerable knowledge of the methods, materials, tools and techniques used in lawn care, landscaping, snow removal and general maintenance on county owned properties.
- Considerable knowledge of property maintenance equipment and procedures.
- Knowledge of operational hazards and safety precautions of the trade.
- Mechanical aptitude with ability to adapt available tools and repair parts to specific repair problems.
- Skilled in the use of tools and machinery used in the lawn care/landscaping trades.
- Manual dexterity is required as well as the ability to perform in adverse weather conditions.
- Must be able to lift up to 50 pounds.
- Must be available on weekends and evenings.
- Valid Kentucky Driver's License in good standing and any requirements issued by state or local government.
- Ability to meet standards of supervising others
- Knowledge of safe and environmentally sound cleaning practices

Working Hours:

- Scheduled for 40 hours per week and overtime as needed.

Position is Non Exempt