



Ability to (continued):

12. Meet the physical requirements necessary to perform required duties safely and effectively.
13. Assist in overseeing civic center operations, maintaining cost-effectiveness.
14. Analyze budget expenditures and provide recommendations for revision and future requirements.
15. Participate in the development and monitoring of a centralized budget for civic center, irrigation, grounds and warehouse operations.
16. Plan, direct, coordinate, assign and schedule the work of others.
17. Safely operate and apply grounds, irrigation, equipment, materials and chemicals.
18. Skillfully operate, clean and maintain tools and equipment.
19. Understand and utilize computer systems as they relate to various assigned functions.

Training and Experience:

1. A work history demonstrating reliability and good attendance.
2. Bachelor's degree in facilities management or related field and five years of progressively responsible grounds maintenance trades experience including at least one year in a lead of supervisory capacity. Additional education or years of experience may be substituted to meet the minimum qualifications.
3. Formal college coursework and/or training in the areas of field turf management, horticulture, landscape architecture, irrigation design and/or water conservation practices/methods is highly desirable.
4. Possession and maintenance of a valid First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification.
5. Two or more years of management responsibilities in a public school system or equivalent setting desirable.

**REPORTS TO:** Director of Maintenance and Operations or designee.

**SUPERVISES:** Assigned Grounds, Irrigation and IPM Staff.

### **ESSENTIAL FUNCTIONS**

1. Plans, organizes and directs the activities, personnel and operations of the Grounds, Irrigation and Integrated Pest Management (IPM) divisions of the Maintenance and Operations Department.
2. Develops and maintains a preventative maintenance plan for Grounds, Irrigation and IPM.
3. Schedules, coordinates and inspects ground projects including renovation, routine maintenance, construction and repairs; assures proper quality standards and schedules are met.
4. Develops systems to effectively coordinate and support the grounds needs for site and District special events, civic center events and athletic events.
5. Develops and maintains effective systems for irrigation repair, pest mitigation and ground restoration requests.

**Job Description                      Grounds, Irrigation and IPM Supervisor**

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**ESSENTIAL FUNCTIONS** (continued)

6. Trains, supervises, and evaluates the performance of assigned staff; develops and maintains systems to assign and track work; prepares and reviews position descriptions; participates in the interviewing, candidate selection, performance managing, and assigning of personnel; develops and provides training to assure personnel development and compliance with governmental regulations and District policies.
7. Plans and schedules repairs and maintenance; evaluates work orders for sites and assigns work and requests.
8. Prepares and develops required input for annual division budget, including grounds and specified services; monitors division's expenditures to assure conformance with budget limitations; reviews, recommends and approves purchase orders for equipment, supplies, materials, service and repairs according to established District procedures and budget limitations.
9. Assures proper custody, control and condition of assigned facilities, equipment and tools; coordinates equipment moves between District sites and schools.
10. Develops and implements routine and preventive maintenance program for landscaped areas and sports fields, including mowing, pruning, watering, planting and irrigation services.
11. Develops timely projections, requirements and justifications for change in resources, including personnel, shop facilities, equipment and tools; initiates and coordinates action to provide necessary substitutes or temporary personnel.
12. Develops and administers the District's landscape fertilization policy for soil, plants and turf; supervises the preparation and application of pesticides, herbicides and fertilizers.
13. Develops plans, specifications and cost estimates for the purpose of implementing new landscape projects, grounds repair and improvement projects in accordance with the District's short and long-term plans.
14. Develops scope and solicits quotes for landscaping projects; acts as a liaison with architects, engineers and contractors on new construction and site renovation projects.
15. Plans, organizes and present training programs for the purpose of developing staff grounds maintenance skills, ensuring the presentation of new techniques and equipment and implementation of program standards.
16. Recommends policies, procedures and actions for the purpose of establishing standardization, providing direction and making decisions.
17. Maintains and installs Best Management Practices (BMPs) for preventing contaminants from contacting storm water runoff.
18. Responds to emergency grounds issues as required, including drain flooding, product delivery, downed trees, and other issues. Maintains routine records as related to assigned activities.
19. Responds to , irrigation, grounds and operations department problems on a 24-hour, 7-day a week basis.
20. Participates in the District's emergency testing and training program.
21. Prepares scheduled and special reports and analytical studies.
22. Knows and understands the Mission and Core Values of the District.
23. Participates in ongoing training and staff development.
24. Performs related duties as assigned.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.



**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
IS A TOBACCO-FREE, DRUG-FREE  
WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.