

Landscape and Grounds Supervisor

Position Details

Class Code: 8220

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, schedules, supervises, and inspects the work of landscape and grounds work crews along with gardeners assigned to specific school sites.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Surveys, plans, schedules, and directs grounds work crews (truck drivers, gardeners, ground equipment technicians, etc.) along with gardeners assigned to specific school sites.
2. Trains assigned personnel in landscaping and grounds procedures at Clark County School District (CCSD) sites.
3. Inspects sites to determine materials/labor needs and cost estimates for work to be performed.
4. Prepares diagrams and sketches of work to be performed.
5. Supervises and inspects work in progress as well as approves upon completion, or disapproves and directs corrective measures.

6. Coordinates landscaping and grounds activities with school principals, athletic directors, other trades/crafts, and the public.
 7. Researches equipment and/or materials as well as assists in developing specifications.
 8. Initiates work requests along with requests for equipment, supplies, and materials.
 9. Coordinates the acquisition of equipment, supplies, materials, and services with contractors/vendors.
 10. Reviews and monitors contractors' work to ensure compliance with plans and specifications.
 11. Supervises and directs school-generated landscaping and grounds projects for students.
 12. Monitors and assists in following-up on manufacturers' equipment warranties.
 13. Reviews grounds landscaping problems, irrigation/sprinkler problems, equipment breakdowns, complaints, and accident reports in order to make resolution recommendations.
 14. Communicates with other public agencies (city public works, Las Vegas Valley Water District (LVVWD), etc.) regarding grounds activities and joint-use agreements.
 15. Monitors and maintains logs of landscaping/grounds project activities.
 16. Plans and supervises the herbicide/pesticide/fertilizer program and ensures compliance with local, state, and federal safety regulations.
 17. Provides input for the evaluation of assigned staff.
 18. Responsible for the safe handling and disposal of hazardous materials.
 19. Responds and authorizes work in emergency situations.
 20. Conforms to safety standards, as prescribed.
 21. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves planning, supervising, scheduling, and inspecting the work of landscape and grounds personnel.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of land development practices (i.e., excavating, rough grading, and final grading).

2. Knowledge of landscaping practices and procedures.
 3. Knowledge of basic sprinkler equipment terminology and procedures.
 4. Knowledge of heavy construction equipment operations and safety procedures.
 5. Knowledge of herbicides/pesticides and fertilizers.
 6. Ability to read and interpret blueprints along with specifications.
 7. Ability to provide cost estimate information.
 8. Ability to develop, learn, and apply operating safety and work procedures.
 9. Ability to communicate clearly, verbally and in writing.
 10. Ability to supervise and evaluate employees.
 11. Ability to plan, organize, and coordinate work schedules.
 12. Ability to read and interpret directions as well as instructions.
 13. Ability to meet predetermined deadlines.
 14. Ability to work flexible hours or shifts.
 15. Ability to work in confined areas.
 16. Ability to withstand heights and perform work safely.
 17. Ability to work cooperatively with employees, vendors, contractors, students, and the public.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years of experience in grounds work or a landscape construction field.
3. Two (2) years of supervisory experience.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

3. Valid Herbicide/Pesticide Certification. If certification is not in possession at time of application or QSP request, it must be obtained within three (3) months of hire into position.
4. Government Pest Control License issued by the Nevada Department of Agriculture. License must be maintained for the duration of the assignment. If license is not in possession at time of application or QSP request, it must be obtained within three (3) months of hire into position.

Preferred Qualifications

Courses in Horticulture Technology.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Valid Herbicide/Pesticide Certification, if in possession at time of application.
 5. Copy of Government Pest Control License issued by the Nevada Department of Agriculture, if in possession at time of application.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities landscape and grounds areas (schools, ball fields, parking lots, gardens, etc.).

Work Environment

Strength

Medium/heavy - exert force of 50-100lbs., frequently; 25-50 lbs., occasionally; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment.

Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices. Ability to work in high places.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Fumes and chemicals associated with herbicide and pesticide spraying, fertilizers, motor oils, and gasoline.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, tractors, lawn mowers, dump trucks, two-way radios, road graders, water truck sweeper, sod cutters, aerators, renovators, hand rakes, shovels, grease guns, saws, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 10/11/23
- Created: 05/04/93