

Job Description

Job Title: Landscape Shop Supervisor
Position Code: 1N25, AN25
Job Classification: Non-Exempt

Supervisor: Supervisor of Plant Services
Pay Grade: 35
Contract Length: 245 Days

Job Summary:

Position is responsible for managing and overseeing ground maintenance, athletic field maintenance, landscape debris recycling, and hardscape and landscape projects for the division's schools and facilities.

Essential Duties:

1. Plans and schedules daily work assignments of multiple grounds keeping crews and Grounds Equipment Managers utilizing the most efficient and effective use of personnel and coordinate the activities of outside contractors as needed.
2. Coordinate required movement of athletic apparatus with the Director of Athletics and subordinates for offsite events, and Todd Stadium events.
3. Determines transplanting times and the need for propagation and pruning.
4. Coordinate mowing routines and scheduling with the City of Newport News' Athletic Turf Supervisor as it relates to activities they perform on school fields.
5. Establishes standard operating procedures and work methods for the shop, promotes high standards of safety and ensures that procedures are followed.
6. Trains staff on procedures and the proper use, preventative maintenance and repairs of tools/equipment in landscaping and grounds work.
7. Diagnoses disease and pests affecting the landscape, prescribes treatment plans, and applies pesticides/herbicides.
8. Inspects grounds on a regular basis to monitor work in progress/completed work, determine future landscaping needs, and provide short and long term planning.
9. Prepares cost estimates for landscaping projects in terms of labor and material. Budget funds available for nutrient management and topdressing requirements for all athletic fields.
10. Develop a nutrient management program and horticultural practices program to allow optimum growing and regenerative conditions for the sports turfs.
11. Develop a pesticide program with timing strategies to maximize effects and reduce overuse on playing surfaces. Make application recommendations as State licensed pesticide applicator. Train and assist Grounds Equipment Managers in weed identification and controls in athletic turfs.
12. Assists with planning snow removal operations and monitors the snow removal operations contract.
13. Receives and responds to inquires from school personnel, provides technical expertise, and investigates and resolves problems related to landscape and grounds services.
14. Inventories materials and requisitions needed tools, supplies and equipment. Oversees the maintenance and repair of landscape equipment and tools.
15. Prepares reports and maintains records related to landscaping and grounds services.
16. Assesses new materials/methods and makes recommendations for improving the scope and quality of services provided.
17. Training for all Grounds Equipment Managers, Assistant Landscape Supervisor and Landscape Supervisor to become State certified to apply lime and fertilizer per State DEQ requirements, and ensure that certification is maintained through continuing education seminars and courses.
18. Oversees contracted hardscape and maintenance contract covering sidewalks, paving and storm drainage.
19. Input work requests, updates and completes entries into the CMMS.
20. Supervises and evaluates the performance of staff.
21. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

- 1. Performs any other related duties as assigned by the Supervisor I, Maintenance or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications:

Must possess a high school diploma (GED) and considerable experience in ground maintenance/horticulture activities to include some supervisory experience; or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities. Must possess Virginia Certification as a commercial Pesticide Applicator for Ornamental and Turf Pest Control or must acquire such within 6 months of employment. Must possess a comprehensive knowledge of turf management, safety procedures, soils and amendments, insect/disease control, plant nutrition, pruning methods, ground care chemicals, and standard practices/terminology of the trade. Must possess working knowledge and skills in the operation and repair of landscape equipment. Must possess the ability to plan, train, and supervise the work of others. Must possess the ability to manage landscape projects; read and interpret landscaping sketches; and develop short/long-range goals. Must possess excellent record maintenance, organization, human relations and communication skills. Must possess a valid Virginia Driver's License with a good driving record.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed outside. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Landscape Shop Staff and Ground Equipment Managers

Supervision Received: Supervisor of Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Landscape Shop Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print)

Signature

Date