SEATTLE PUBLIC SCHOOLS invites applications for the position of:

Grounds Supervisor

An Equal Opportunity Employer

**SALARY:** $72,321.60 - $97,676.80 Annually

**OPENING DATE:** 02/22/21

**CLOSING DATE:** 03/08/21 05:00 PM

**REQUIRED ATTACHMENTS:**

**OVERVIEW OF POSITION:**

Under general direction of the Director of Facilities Operations, supervises and coordinates activities of all grounds and sports complex staff engaged in keeping grounds and athletic fields; clean, safe, and in good condition. They provide supervision and direction, perform inspections, monitor and organize projects for gardening, turf care, playground and athletic field maintenance for all District facilities District buildings. They respond to client requests, complaints, and concerns, and coordinate assigned administrative and supervisory projects and activities. Recruit, interview, provide orientation, and provide training for new hires.

**ESSENTIAL FUNCTIONS:**

15%
Establishes and maintains an effective system of communication within the organization. Establishes and maintains effective working relationships with diverse groups and individuals. Assists in department administration, such as developing procedures, researching special projects, creating and maintaining a variety of reports, serving on a variety of committees, and performing a variety of ongoing projects.

15%
Supervises all ground crew activities; selects and hires personnel; prepares work schedules; organizes grounds crews of 25-45 depending upon seasonal staffing; ensures the most effective and efficient use of personnel to maintain landscaped areas, playground and athletic fields for the district, visits all work sites on a regular basis.

15%
Provides general directions to crews on scheduled work activities, including ground prep, gardening, planting, tree and shrub trimming, lawn and turf care and edging, playgrounds and exterior areas sweeping; coordinates personnel to accomplish work activities for seasonal landscaping projects and projects involving Self-Help community groups.

10%
Serves as the District's expert on pesticide use/nonuse and alternative control procedures; directs pesticide application activity; may apply pesticides; attends pesticide training and maintains technical knowledge and certification in various pesticide areas such as Public Operator,
Applicator Operator, Aquatic, Public Consultant, and Private Consultant.

10%
Requisitions equipment and materials as required by staff to accomplish work objectives; maintains supplies and equipment inventory; assists in preparing specifications for new equipment and materials; assesses future needs; monitors expenditures, purchase orders, and payments to vendors.

10%
Assists Director in developing and implementing grounds maintenance programs and related policies, procedures and methods; advises capital staff on irrigation design and operating techniques; assists with the maintenance of irrigation systems.

10%
Forecasts budget in anticipation of future projects; assures maintenance and compliance of allocated budget; prepares and provides data to assist in annual budget preparation; prepares and maintains reports, statistics and data for management; ensures compliance to governmental regulations.

10%
Prepares performance evaluations; provides orientation and instructions on starting assignments for crew members; provides training as necessary.

5%
Coordinates with Self-Help Manager for projects with community groups and the PTSA.

OTHER FUNCTIONS:
- Serves as backup to Management during absences or when unavailable.
- May perform related duties consistent with the scope and intent of the position.

DISTRICT WIDE CORE COMPETENCIES:

Collaboration
Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.
- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Getting Results (Action Oriented)
Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.
- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Decision Quality & Problem Solving
Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.
- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity
Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an
appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

Accountability
Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge
Supervisory techniques; MS Office, estimating and budgeting techniques; union contract interpretation and compliance; governmental regulations, irrigation systems including design and maintenance; personnel and materials record keeping; grounds and maintenance procedures; all facets of gardening and landscaping; equipment used in grounds maintenance; the use and storage of fertilizers and pesticides.

Skills
Organizing and supervising work teams; coordinating and training personal and materials for new and on-going projects; forecasting project materials and costs; applying herbicides, pesticides; landscaping and pruning techniques; minor maintenance techniques for equipment.

Abilities
Shift priorities; communicate effectively; verbally and in writing; work in a multicultural environment

TYPICAL QUALIFICATIONS:

EXPERIENCE/EDUCATION:

A typical way to obtain the knowledge and abilities would be:

AA degree in Horticulture, or Two (2) years of college in related field; three (3) years of work experience in grounds operation or related field, including at least one (1) year of supervisory experience.

Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.

CERTIFICATIONS & LICENSES:

WA State Pesticide license, WA State Driver's License

CLEARANCES:

Criminal Justice fingerprinting and background check.
SUPPLEMENTAL INFORMATION:

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal.

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166, 206-252-0024, or threeoc@seattleschools.org

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, 206-252-0306, oscr@seattleschools.org, or by mail at Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:

- For sex discrimination concerns, including sexual harassment, contact: Title IX Coordinator, 206-252-0367, or Title.IX@seattleschools.org
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or accessibility@seattleschools.org

APPLICATIONS MAY BE FILED ONLINE AT: http://www.seattleschools.org/careers

OUR OFFICE IS LOCATED AT:
2445 3rd Ave South
Seattle, WA 98124-1165
206-252-0215
seridick@seattleschools.org

Job #18559
GROUND SUPERVISOR
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