

WESTMINSTER VILLAGE

February 18, 2020

POSITION: GROUNDS MAINTENANCE SUPERVISOR

DEPARTMENT: MAINTENANCE/ENVIRONMENTAL SERVICES

REPORTS TO: DIRECTOR OF ENVIRONMENTAL SERVICES

EMPLOYEE TYPE: FULL TIME/SALARIED

SUMMARY

To assist Environmental Director in supervising the operation of the department, Plan, Supervise and coordinate the work of grounds programs and procedures to ensure safe, productive and time efficient accomplishment of departmental operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises, trains, and evaluates grounds maintenance staff
- Ensures the safe and productive use of equipment utilized in grounds maintenance and associated repair work
- Trains and directs subordinates in the use, care and maintenance of tools and equipment.
- Requisitions materials and supplies for projects and coordinates the efficient use resources and equipment.
- Independently plans and coordinates ground maintenance projects under the supervision of the Director of Environmental Services.
- Perform tasks related to construction, installation and maintenance of sidewalks, patios, retaining walls, benches, sign standards.
- Perform tasks related to the planting and maintenance of trees and gardens throughout the campus
- Inspects custodial and grounds maintenance tasks, e.g., edging, mowing, trimming, waste and litter removal, fertilizing, raking, planting.
- Maintains current knowledge of correct pesticide and hazardous materials used in ground maintenance.
- Ensures proper training of staff in chemical application and usage procedures, as well as records maintenance to comply with applicable regulatory standards.
- Plans and coordinates landscape projects and gardens including, e.g., planting, spraying, fertilizing, mulching, watering, transplanting, lawn care and maintenance.
- Responsibility and oversight of outside contractors that work with Westminster to provide grounds maintenance and programs on campus.
- Perform administrative duties including assisting with budget preparation, analyze operating costs, and make recommendations, year-end reports, writing specifications, vendor searches, writing memos, maintaining maintenance records, and preparing employee performance reviews.
- Maintain cleanliness of grounds including litter control, leaf removal and sweeping of paved areas.
- Develop work plans, set priorities, and provide technical expertise to support/meet the needs of resident programs and community events.
- Answer questions and resolve problems/complaints from the community and staff.
- Keep Westminster Village Leadership staff informed of the status of various projects and needs.

SKILLS, KNOWLEDGE AND ABILITIES:

Degree in Horticulture or equivalent from an accredited university or an Associate's degree from a technical school is strongly preferred.

A minimum of one year of landscape maintenance experience required

Ability to understand, follow and provide written and oral instructions; ability to read and write; ability to perform basic math.

Ability to establish and maintain effective working relationships with management; ability to work cooperatively with employees, and residents, contractors, and families.

Ability to operate basic office equipment, e.g., computers, printers, copy machines, telephone systems, facsimile machines.

Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.

Knowledge of various chemical agents; ability to use such in accordance with prescribed safety precautions and directions.

Ability to operate various automobiles and transport vehicles, e.g., car, utility truck, utility van.

Knowledge of, and ability to utilize materials, methods and equipment used in lawn care and general maintenance work.

Ability to operate various basic tools and grounds keeping equipment, e.g., hammer, screwdriver, wrench, saw, lawn mower, edger, chainsaw, blower.

Ability to withstand exposure to dust, mold, fiberglass, and various chemicals.

Ability to operate vehicles and some light equipment, e.g., forklift, tractor, trucks.

QUALIFICATIONS:

High school graduate or GED. Must have a valid Illinois State Driver's License and Illinois Commercial Pesticide Applicator License or ability to obtain one within 3 months of employment. Ability to obtain any government required license, permit, or certificate. Management of grounds maintenance is strongly preferred.

SELECTION PROCESS:

All interested applicants are encouraged to fill out the online application.

EQUAL OPPORTUNITY EMPLOYER