



T U L S A

PUBLIC SCHOOLS

Job Title: Supervisor, Grounds

Department: Grounds Department

Reports To: Grounds Manager

Grade: BG-04

Number of Days: 12 Months

Security Access: Stadiums

Current Date: June 1, 2015

Overtime Status: Exempt

Position Summary: Coordinate activities with the Athletic Department, community and school events. Staff and supervisor all athletic functions scheduled on TPS Athletic Fields. Maintain the Athletic Fields to meet OSSAA standards.

Minimum Qualifications:

- High school diploma and valid driver's license.
- A minimum of 5 years in working with all types of Grounds equipment and supervising Grounds crews.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervisor a staff of at least 10 Athletic/Grounds employees.
- Supervisor the mowing, trimming, disinfecting and cleaning of the Athletic Fields.
- Ensure Grounds equipment is maintained and operational.
- Coordinate and schedule staff to cover Athletic events.
- Conduct job specific, equipment and safety training.
- Conduct Quality Control Inspections of Athletic Fields.
- Time Manager for Athletic Staff.
- Support Grounds Manager as needed.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have a thorough understanding of City / State / Federal herbicide regulations.
- Must be able to demonstrate the ability to plan and coordinate work schedules to complete job assignments without direct supervision.
- Must be able to use Microsoft Office and CMMS software.

Supervisory Responsibility:

- Yes

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Must be willing to work outside in all types of weather.
- Climb stadium stairs and work underneath stadiums.

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