

City of Madison

Job Description



Title: Grounds Supervisor

Department: Facilities & Grounds

FLSA Status: Exempt

Pay Grade: 111

New Position

Position Change

Effective Date 3/14/2002

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

The Grounds Supervisor is responsible for overseeing the maintenance, safety, and appearance of neighborhood parks and trail systems. This role leads daily field operations, supervises grounds staff and contractors, and ensures all parks and trails are clean, accessible, and well-maintained for public use. The supervisor plans and assigns work, inspects sites, coordinates seasonal maintenance, and responds to service requests and safety concerns. Working closely with city departments and the community, the Grounds Supervisor helps preserve natural spaces, supports recreational use, and ensures compliance with environmental, safety, and operational standards.

Essential Functions/Major Responsibilities:

- Supervises, schedules, and directs ground maintenance staff in the upkeep of parks, trails, ball fields, and related facilities and grounds.
- Plans, assigns, and inspects daily, weekly, and seasonal maintenance activities to ensure safe, clean, and attractive public spaces.
- Conducts routine site inspections to identify maintenance needs, safety hazards, and code or policy compliance issues; initiate corrective actions as needed.
- Oversees landscaping, horticulture, irrigation, fertilization, and turf management operations.
- Operates, maintains, and ensures proper use of grounds maintenance equipment, tools, and supplies.
- Enforces occupational health and safety standards; trains staff in safe work practices and accident prevention.
- Hires, trains, coaches, evaluates, and disciplines employees in accordance with personnel policies.
- Responds to service requests, public inquiries, and complaints in a professional and timely manner.
- Coordinated with other departments, community groups, and volunteers on park and trail projects.
- Maintains records, reports, and documentation related to work activities, inspections, incidents, and employee performance.
- Assists with special projects, emergency response, and other duties as assigned.

Secondary Functions:

- Performs carpentry and plumbing/irrigation tasks.
- Writes and completes routine forms.
- Drives city vehicles to and from worksites within and outside of city limits of Madison.
- Performs other related duties as required.

Job Scope:

- Performs duties with little direction given, operating from schedule and instructions.

Supervisory Responsibility:

Supervise the Grounds Support Technicians and temporary workers to include scheduling or areas to work as well as task list to complete and daily responsibilities.

Interpersonal Contacts:

- Interacts with team of workers, general public, and employees requesting services.
- Must be able to follow instructions from Operations Superintendent.

Knowledge, Skills, and Abilities:

- Knowledge of landscaping maintenance, repair, construction, and horticulture practices.
- Knowledge of fertilization application procedures.
- Knowledge of plant diseases, pests, and appropriate insecticides.
- Knowledge of grounds maintenance equipment, tools, and supplies.
- Knowledge of occupational health and safety principles, including accident causation and prevention.
- Knowledge of personnel policies, practices, and labor procedures.
- Journey-level knowledge of park, landscape, and facility maintenance and inspection, and/or building maintenance.
- Skill in verbal communication with supervisors, employees, contractors, volunteers, and the general public.
- Skill in reading and interpreting written instructions, diagrams, procedures, and product labels.
- Skill in leading and motivating team members.
- Skill in facility painting and finishing.
- Skill in gathering, analyzing, and evaluating information to support sound decision-making.
- Skill in managing relationships among staff, across departments, and with volunteer groups
- Ability to manage daily work schedules, staffing assignments, and employee leave at the workgroup level.
- Ability to coach employees on policies, procedures, and performance expectations.
- Ability to maintain safe, efficient, and high-quality grounds and facility operations.
- Ability to adapt to changing priorities and perform other related duties as required.

Education and/or Experience:

- High school diploma or equivalent (GED) highly.
- Three (3) years of experience in facilities and grounds maintenance and building maintenance.

- Formal training in landscape in field and park maintenance or building maintenance and park.
- Strong work history of dependability and performance.
- Training in supervision and management.
- Experience leading and coaching others and supervising their work.
- Strong work history of dependability and performance.
- Must be able to obtain a CPI (Certification in Playground Inspection) within 6 months.

Additional Requirements:

- Must maintain a strong driving record for city insurance purposes and record may be periodically checked by the City.
- Certifications in chemical spraying and landscaping.
- Strong background record required, due to accessibility to employee and city property, public and children.
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Job Conditions:

- May require occasional overtime and work on weekends.
- Must wear appropriate safety attire and follow all safety precautions.
- Work around dirt, dust, germs, chemicals, cleaning supplies, and unsanitary conditions at times.
- Most job duties are performed outside during all seasons.
- Job requires slip resistance/steel toe footwear to be worn during work hours.

Physical Capabilities:

- This position's physical requirements involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Work requires the physical ability to perform heavy manual labor for extended periods, often under adverse weather conditions.
- Includes repetitious stepping up and down (approximately 18" to 24") and repetitious bending and stooping, walking, standing, and occasional climbing.
- See well enough to observe employees and perform maintenance tasks.
- Hear well enough to communicate in person and by telephone.
- Speak well enough to give clear instructions to workers.
- Use of hands and fingers to write and operate equipment.
- Ability to see well enough to observe employee's activities and inspect facilities and grounds (corrective lenses acceptable).
- Ability to be mobile in order to move various equipment and supplies.
- Ability to bend, climb, and stand in order to observe and inspect facilities and grounds.
- Ability to hear well enough to understand normal conversation and know how to use radio and telephone (hearing aid acceptable).
- Ability to stand on feet and perform repetitive work up to eight hours per day.
- Ability to see well enough to drive vehicles and equipment (corrective lenses are acceptable).

Mayor Approval, Date

Department Head Approval, Date