



Job Description :

Grounds Supervisor

General Information:

- Department: Grounds
- Reports to: Maintenance Manager
- Category: Salaried, exempt
- Description current as of: August 2022

Essential Role:

Overall grounds landscaping and maintenance of gardens, landscape construction and supervisor of grounds staff and volunteers.

Main Responsibilities:

- Design, implement and maintain conference center landscape (flowerbeds, shrubs, lawns, trees, etc.)
- Coordinate and direct assignments of grounds staff and volunteers; inspect work and instruct workers
- Monitor, supervise and coordinate care of landscape at other CBCC-owned property (ECL, staff housing, rental property)
- Direct greenhouse operations (growing flowers from seed, fertilizing, watering, pest control)
- Repair and maintain grounds department tools and equipment
- Collect conference center garbage from grounds and staff housing and deposit into trash compactor
- Operate recycling collection on grounds; transport via tow trailer to city recycle center.
- Perform safety training and oversight of all grounds department personnel and volunteers as required by OSHA standards.
- Participate in regular supervisor, department and staff meetings, and prayer times.
- Develop and manage the grounds department budget.

Secondary Responsibilities:

- Supply firewood as needed.
- Assist as needed with maintenance of fencing.
- Put up, take down and store outdoor Christmas lights and decorations on conference center buildings annually.
- All other duties as assigned.

Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- Thorough knowledge of landscaping principles, practices and techniques; including plants, soils, fertilizers, climate and garden chemicals

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

- Knowledge and skill in greenhouse management
- Knowledge and skill in irrigation use and repair
- Knowledgeable in small engine repair helpful
- Knowledge of supervisory principles and practices and good communications skills
- A valid Driver's license and a good driving record. Ability to drive pickup truck, van; tow trailers and ability to back up trailers is required.
- Physical fitness ability to do extended labor outdoors during inclement weather; ability to perform extensive periods of walking, bending, lifting, kneeling and digging are required.

Physical Demands:

Sit	<u>0</u> Consecutive hours	<u>0</u> Total hours per day		
Stand/Walk	<u>2</u> Consecutive hours	<u>8</u> Total hours per day		
Employee may alternate between sit/stand every <u>8</u> hours.				
<input type="checkbox"/> Only uses left hand/arm	<input type="checkbox"/> Only uses right hand/arm	<input checked="" type="checkbox"/> Uses both hands/arms		
	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	Up to 150 yards			
*Key				
Occasionally	Frequently		Continuously	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	

Employee signature _____ Date _____

Supervisor or HR signature _____ Date _____