

LANDSCAPING AND GROUNDS EQUIPMENT REPAIR SUPERVISOR

Position Details

Class Code: 8010

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: Pay Grade 57 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises work crews and performs skilled work in landscaping and grounds equipment repair.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises, coordinates, and inspects progress of landscaping grounds equipment technicians.
2. Performs skilled work related to grounds equipment repair including, but not limited to:
 - * Monitors and maintains landscaping and grounds equipment inventory and maintenance logs.
 - * Diagnoses malfunctions, performs preventative maintenance, and repairs and overhauls diesel and gas-powered equipment and hydraulic and electrical systems.

- * Tests and evaluates parts and equipment proposed by vendors for use by the Clark County School District.
 - * Tests and inspects equipment to ensure compliance with local, state, and federal safety requirements.
 - * Overhauls or replaces transmissions, differentials, carburetors, gasoline and diesel engines, alternators, distributors, starters, etc.
 - * Initiates requests in ordering and maintaining shop supplies and equipment.
 - * Provides specifications for desired landscaping and grounds equipment.
 - * Performs non-certified welding for body and suspension repair.
3. Prepares estimates and gathers cost data.
 4. Prepares diagrams and/or sketches of work to be done.
 5. Confers with outside vendors and contractors.
 6. Coordinates work schedules with schools, other trades, public utilities, and outside agencies.
 7. Expedites or makes repairs in emergency situations.
 8. Provides input for the evaluation of assigned staff.
 9. Responsible for the safe handling and disposal of hazardous materials.
 10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
-

Distinguishing Characteristics

Involves supervising and coordinating work crews and performing skilled work related to landscaping and grounds equipment repair.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of the repair and preventive maintenance of power equipment related to the landscape industry.
2. Knowledge of local, state, and federal jurisdiction requirements for safety standards associated with equipment repair and maintenance facilities.
3. Ability to perform non-certified welding.
4. Ability to troubleshoot malfunctions in diesel and gas-powered equipment.
5. Ability to troubleshoot malfunctions in hydraulic and electrical systems.
6. Ability to read and interpret blueprints, schematics, wiring and logic diagrams, and specifications.
7. Ability to provide cost estimate information.

8. Ability to supervise and evaluate employees.
 9. Ability to operate hand and power tools.
 10. Ability to learn and apply operating, safety, and work procedures.
 11. Ability to read and interpret written and oral instructions.
 12. Ability to communicate effectively both orally and in writing.
 13. Ability to perform strenuous physical work.
 14. Ability to safely move and relocate heavy objects.
 15. Ability to work flexible hours or shifts.
 16. Ability to work in confined areas.
 17. Ability to withstand heights and perform work safely.
 18. Ability to work cooperatively with employees, vendors, contractors, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years experience in the repair and maintenance of small combustion, electric, and hydraulic equipment.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Dust Control Certification issued from the Clark County Department of Air Quality and Environmental Management. Certification must be maintained for the duration of the assignment.
4. Current First Aid certificate from the American Heart Association, American Red Cross, or similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on

- component. Online courses will not be accepted. A copy of the front and back of the First Aid certificate must be uploaded into the application.
5. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 6. Hold or be able to obtain. Forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Preferred Qualifications

Supervisory experience.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
 4. Valid Dust Control Certification issued by the Clark County Department of Air Quality and Environmental Management. Certification must be maintained for the duration of the assignment.
 5. Current First Aid certificate. A copy of the front and back of the First Aid certificate must be uploaded into the application.
 6. Current Cardiopulmonary Resuscitation/Automated External Defibrillator certificate. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 7. District-issued forklift qualification card, if in possession at time of application.
 8. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

Clark County School District facilities – department offices, schools, mechanical equipment rooms, and grounds repair shop, etc.

Work Environment

Strength

Medium/Heavy - exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Exposure to electrical shock. Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment) and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, forklifts, manlifts, hand and power tools, front-end loaders, TIG and electrode welders, drills (hand, press, and impact), chisels, tape measures, trailers, generators, oxygen and acetylene cutting torches, steam cleaners, reel sharpeners, pressure and parts washers, engine stands, lifting hoists, battery chargers, volt and injector testers, engine analyzers, air tools, equipment required for the safe handling and disposal of hazardous materials, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 01/04/21
- Created: 03/18/11