



Flour Bluff Independent School District Job Description

JOB TITLE: Pest Control/Grounds Supervisor

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Executive Director of Operations

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Supervise daily activities of grounds maintenance operation to ensure district grounds are safe, neat, and attractive.

QUALIFICATIONS:

Education/Certification:

- Must have a Valid Texas driver's license.
- Licensed Pesticide Applicator

Special Knowledge/Skills:

- Knowledge of gardening and landscape maintenance.
- Ability to read and interpret blueprints and landscape plans.
- Ability to operate heavy equipment, including backhoe and trencher.
- Ability to operate riding or power mower, power tools, and hand tools.
- Ability to direct and supervise personnel and coordinate grounds operations.

Experience:

- Five years' experience in gardening and landscape maintenance.
- Two years supervisory experience.

Supervisory Responsibilities

- Supervise and evaluate work of groundskeeper and Pest Control Specialist.

MAJOR RESPONSIBILITIES AND DUTIES:

Grounds Maintenance and Landscaping:

1. Assign all grounds work and oversee completion.
2. Arrange for contract labor when work cannot be performed by district staff.
3. Assign priority to work orders and process them, including tracking of labor and material use.
4. Estimate the cost and time required for special projects and order materials.
5. Interpret blueprints, plans, and sketches to carry out landscape designs.
6. Establish care and watering schedules, including spraying, fertilizing, pruning, etc.
7. Operate and maintain equipment used for grounds operations, including backhoe, trencher, tractor, riding, and power mowers, etc.
8. Inspect grounds and facilities and initiate needed repairs, including the building and repair of fences and gates.
9. Install, test, adjust, and repair sprinkler systems.

Structural Pest Control:

10. Implement the district integrated pest control program for the use of pesticides, herbicides, and other chemical agents to control pests, rodents, insects, and weeds at district buildings and facilities.
11. Approve use of controlled pesticides according to TSPCB requirements and maintain related documents.
12. Maintain a prioritized list of needed structural and landscape improvements.
13. Ensure that all pesticides used on district property comply with district policy and TSPCB requirements.
14. Maintain physical and computerized files required, including records of complaints, pesticide application records, pesticide labels, and Material Safety Data Sheets.
15. Participate in required TSPCB integrated pest management training courses.
16. Label and secure pesticides.
17. Maintain inventory of chemicals, supplies, and equipment and order additional supplies as needed.

Safety:

18. Instruct assigned personnel on proper and safe use of tools and equipment.
19. Operate tools, equipment, and machinery according to prescribed safety procedures.

20. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
21. Ensure that vehicles, equipment, and tools are in safe operating condition.
22. Inspect and adjust tools and equipment for safety and efficiency.
23. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment:

24. Coordinate the storage and use of all ground equipment, tools, and supplies.
25. Prepare, implement, and maintain preventive maintenance and repair procedures for ground equipment and tools.
26. Order equipment and supplies and maintain accurate records.
27. Recommend replacement of existing equipment.
28. Conduct annual inventory of physical equipment and supplies.

Other:

29. Work irregular hours and respond to after-hours emergency calls as needed.
30. Assist in preparation of department budget.
31. Assist in recruiting, screening, training, and evaluation of ground employees.
32. Maintain accurate information for payroll reporting (timecards, tardiness, and absenteeism).
33. Maintain good working communications with co-workers and other staff members.
34. Maintain good attitude in difficult situations.
35. Help maintain cohesiveness among employees.
36. Perform duties in a timely and organized manner.
37. Project a professional image through demeanor and dress.
38. Comply with Maintenance Department policies and procedures.
39. Comply with policies and procedures as outlined in employee handbook and addendum.
40. Maintain regular and reliable attendance.
41. Adhere to proper channels when communicating ideas, problems, etc.
42. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van.

Posture:

Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions.

Motion:

Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

Lifting:

Heavy lifting and carrying (45 pounds and over) daily.

Environment:

Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel.

Mental Demands:

Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.