

Cho-Yeh Camp & Conference Center, Inc.

Job Description



Job Title: Grounds Supervisor
Department: Facilities
Reports To: Buildings and Grounds Director
Prepared Date: 11/6/2021

Summary

The Grounds Supervisor will serve in a hands-on position responsible for planning, coordinating & executing all aspects of grounds keeping on Camp Cho-Yeh's property. This role provides an individual with expertise and passion for landscaping & grounds the opportunity to design and implement excellent & efficient grounds care operations in a high-growth, mission-driven nonprofit organization that is adopting the highest standards in every category of camping operations. Camp Cho-Yeh has a culture that is deeply committed to excellence and team collaboration as we seek to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures.

Essential Job Functions:

- ♦ Responsible for setting up and executing grounds plan.
 - ♦ Keep grass areas mowed, free from weeds, healthy and attractive to guests.
 - ♦ Keep roads and trails cut back and walkways free from tripping hazards.
 - ♦ Keep rock beds, flower beds and mechanical areas free of weeds.
 - ♦ Schedule, apply and monitor fertilizer use.
 - ♦ Maintain irrigation systems.
 - ♦ Periodic jobs such as mulching, trimming and planting.
- ♦ Leveraging outside work for grounds labor.
 - ♦ Coordinate grounds portion of volunteer work weekend.
 - ♦ Supervise day laborers as needed for surge type work.
 - ♦ Hire outside services as needed for specialized grounds jobs.
- ♦ Supervise grounds employees.
 - ♦ Train and possibly hire grounds employees.
 - ♦ Train and supervise grounds staff in safe work practices and equipment operation.
 - ♦ Supervise work, review assignments and effectiveness of grounds staff.
 - ♦ Evaluate individual performance.
 - ♦ Regular and consistent attendance is required.
- ♦ Responsible to proactively identify and correct safety issues on the property.
 - ♦ Regularly survey tree stock, especially near buildings and trafficked areas. Coordinate removal of dead and/or problem trees.
 - ♦ Keep good relationships with local vendors to keep costs down and to leverage any knowledge that they may have.
 - ♦ Keep pests and varmints under control using baits, chemicals and or traps.
- 5. Equipment and Supplies
 - ♦ Keep ready supply of grounds chemicals and supplies. Order or purchase as appropriate.
 - ♦ Keep stock of all required safety equipment.
 - ♦ Work with Facilities Director to plan budget for following year.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated competence and knowledge of grounds care operations.
- A strong track record of managing and delivering results through high performance teams coupled with a willingness to commit to a ministry and salary commensurate with a nonprofit.
- Proven track record of achieving short-term and long-term success implementing short-term and long-term plans.
- Excellent project management and communications skills with the ability to work with team members throughout the organization.
- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into its culture.
- Strong spiritual life and devotion to Christ.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

High School diploma and at least one year related experience and/or training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TIME MANAGEMENT ABILITY

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.