



<b>Position:</b> Grounds Supervisor	<b>Position Number:</b>
<b>Department/Site:</b> Administrative Services	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Director of Maintenance and Operations or assigned administrator	<b>Salary Range:</b> 19

## **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of staff responsible for performing the full range of grounds maintenance work; coordinates, monitors, and provides technical input for assigned grounds maintenance projects and programs; provides technical assistance to the Director of Maintenance and Operations; performs a variety of technical tasks relative to grounds maintenance projects and programs; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Maintenance and Operations. Exercises direct and general supervision over grounds maintenance staff.

## **CLASS CHARACTERISTICS**

This is a supervisory-level class in the grounds maintenance class series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of ground maintenance staff directly. Incumbents are expected to be fully proficient in the performance of the full range of grounds maintenance duties. Performance of the work requires the use of judgment, initiative, and discretion within established guidelines. This class is distinguished from the Director of Maintenance and Operations in that the latter has management responsibility for all grounds, maintenance, and custodial functions and activities of the District.

## **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in grounds maintenance activities of all District grounds and facilities, including parking lots, sidewalks, and athletic fields.
- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director of Maintenance and Operations.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Makes regular or special inspections of on-going and completed grounds maintenance assignments to ensure quality of work, operating procedures, methods and practices, safety, and other established standards and requirements are satisfactorily met and maintained.
- Assists in monitoring budget for operational unit; monitors inventory; prepares, maintains, and reviews various records and reports related to grounds maintenance operations, including service and supply requests and timesheets as required.
- Plans, schedules, directs, and participates in the proper and timely application of fertilizers, pesticides, and other cultural practices on natural and synthetic turf.
- Reviews irrigation and landscaping construction design plans for sustainability and feasibility; coordinates central irrigation system and watering schedules with input from subordinate grounds maintenance staff.
- Assists in the coordination and inspection of the work of outside contractors involved in contract repairs and facilities construction.

- Prepares and maintains various records and reports related to work orders, projects, inventory, and assigned activities.
- Effectively schedules overtime to ensure proper coverage and grounds maintenance service for special events.
- Interfaces with the public; answers questions and provides standard information to the public if working in a public facility.
- Provides the leadership to maintain the efficiency and continuity of the grounds maintenance function in the absence of the Director of Maintenance and Operations.
- Responds to emergency situations as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The implementation and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, methods, equipment, materials, and tools used in District grounds and athletic fields maintenance, irrigation, landscaping, and refuse and recycling.
- Horticultural procedures, soil chemistry, fertilizers, pest control, and related construction procedures.
- Project planning, estimation, and scheduling.
- Safe operation and routine maintenance of heavy equipment and power tools used in area of responsibility.
- Common plants and trees.
- Common species of plant diseases and pests; principles, practices, and methods used in their eradication and control.
- Proper use and applications of a variety of pesticides and herbicides.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Be a fair--minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Assist in recommending, developing, implementing, and evaluating programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.

- Effectively manage priorities in assigned operational unit.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Organize, implement, and direct grounds maintenance services and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, regulations, and collective bargaining agreements.
- Recognize and identify common species of plant pests and weeds.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex grounds maintenance duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies, equipment, and projects.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blueprints, and technical regulations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

- Completion of high school and
- Two (2) years of lead grounds experience.

### **Licenses and Certifications:**

- Possession of and ability to maintain a valid California Driver's License.
- Possession of Qualified Pesticide Applicator Certificate issued by the Department of Pesticide Regulation is desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

## **ENVIRONMENTAL ELEMENTS**

Employees work in the field and/or facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.