



JOB TITLE: GROUNDS SUPERVISOR

Classification: Supervisor
Salary Range: 15

Retirement Type: PERS*
Revised/Board Approved: July 15, 2019

BASIC FUNCTION:

Under the direction of the Assistant Director of Facilities, Planning, and Services, the Grounds Supervisor oversees all campus grounds which includes athletic fields, irrigation systems, and the District's recycling/waste disposal program. This position ensures that grounds are safe, clean, and attractive. This position also ensures that the department is running smoothly, meeting scheduled deadlines, and fulfilling work orders completely.

REPRESENTATIVE DUTIES:

Oversee campus grounds and all operations associated with the maintenance and upkeep of landscaping, athletic fields, irrigation systems, and the District's recycling/waste disposal program. Ensure that campus grounds are safe, clean, and attractive for staff, students, faculty, and visitors.

Recruit, train, and supervise staff. Schedule and assign work. Set work priorities and make adjustments as needed. Authorize overtime as appropriate. Assess performance and provide written and/or verbal feedback, counseling, or discipline, as needed. Recommend various personnel actions including professional training and development opportunities for staff.

Ensure compliance with District and departmental work rules, policies, and procedures as well as bargaining agreements. May develop detailed grounds-keeping policies, procedures, and standards in consultation with supervisor.

Respond to College personnel and other customers regarding grounds-keeping needs and/or questions regarding the campus landscape, athletic fields, irrigation systems, and recycling/waste disposal program. Travel to various sites to assess scope of needs, discuss coordination of grounds-keeping activities to address needs, and/or resolve grounds-keeping problems as they arise.

Inspect work orders that have been completed for quality of workmanship, accuracy, and/or adherence to pre-established grounds-keeping standards. Follow-up with college personnel and other customers to confirm satisfaction of completed work as appropriate or as needed.

Oversee the horticultural care of campus grounds and athletic turf including weed control, fertilization and soil husbandry, irrigation control, tree trimming, plant disease eradication, and the overall cultivation of healthy trees, shrubs, flowers, and lawns.

Identify weeds and pest problems and safely mix and/or spray chemicals, fertilizers, and/or apply non-toxic methods to control the spread of weeds, diseases, insects and other pest infestations. Seek guidance and advice from a Pest Control Technician.

Estimate the time and materials required for performance of grounds-keeping and/or irrigation work and schedule assignments accordingly. Determine if outsourced services would be more cost-effective and arrange for contracted service providers as needed. Evaluate outsourced services and inform supervisor if service providers should be changed.

Read and interpret blueprints and schematic diagrams to design and install irrigation systems as needed. Supervise the installation and maintenance of irrigation systems; oversee storm drain installations. Evaluate existing irrigation and drainage systems and make corrections as needed.

Maintain and prepare a variety of reports and/or grounds-keeping records.

Perform maintenance and/or operational work independently or as part of a team which may include preparing rooms, furniture set-ups, equipment set-ups and break-downs for special events, etc. Assign personnel to special events and other campus activities as needed; ensure facilities are prepared for hosting sporting events, registrations, lectures, and other activities.

Order and maintain proper levels of grounds-keeping materials, supplies, and equipment within an assigned budget.

Operate a variety of equipment used in the maintenance of facilities and grounds-keeping work including handheld and heavy power tools, motorized vehicles, various custodial equipment, etc. Maintain compliance with established safety policies, procedures, and certification requirements. Ensure equipment is in clean, safe, and operative condition.

Perform routine inspections of grounds-keeping equipment and materials for deficiencies, health/safety hazards, and/or code violations. Evaluate equipment and materials and inform supervisor if items should be repaired or replaced.

Ensure staff are adequately and routinely trained and properly certified in safe work methods, procedures, equipment use, and are informed of best practices in horticulture, landscaping, and custodial services.

Communicate and/or partner with other College personnel to ensure scheduled work assignments meet operational needs, exchange information, resolve issues/concerns, and coordinate activities.

Stay informed of campus developments. Attend meetings, workshops, seminars, and training sessions as appropriate. Serve on committees and interview panels as requested.

Serve as a backup to the Operations Supervisor on an as-needed basis.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

High school diploma or G.E.D. and

Four (4) years of experience in grounds maintenance and

One (1) year of supervision experience.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Methods, tools, materials, equipment and practices utilized in grounds maintenance work.
Common plant and tree diseases and pests and their eradication and control.
Cultivating, fertilizing, watering and spraying of trees, shrubs, flowers and lawns.
Proper methods, procedures, equipment and materials utilized in irrigation systems.
Principles and practices of training and supervision.
Safe work practices and applicable laws, rules and regulations related to assigned activities.

Abilities/Skills:

Work independently with little direction.
Develop plans and schedules to complete work.
Meet schedules and timelines.
Plan and organize work.
Maintain records and prepare reports.
Communicate effectively both orally and in writing using tact, patience and courtesy.
Work cooperatively with peers, faculty, staff, students, and community members.
Coordinate work activities with other units.
Understand and follow oral and written directions.
Understand, read, and work from blueprints.
Read, interpret, and follow rules, regulations, policies, and procedures.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS:

Indoor and outdoor environment.
Regular exposure to fumes, dust and odors.
Standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing and pulling equipment.
Lifting and moving heavy furniture and/or equipment.
Climbing ladders.
Exposure to cleaning chemicals.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.