

POSITION DESCRIPTION

Grounds Supervisor

Position Grounds Supervisor
Department/Site Facilities and Construction
FLSA Exempt
Evaluated by Director of Facilities and Construction
Salary Range 09

Summary

Under the general direction of the Director of Facilities and Construction, the Grounds Supervisor is responsible for completing all grounds projects and scheduled grounds maintenance in a timely manner, overseeing work and conduct of grounds personnel, planning and coordinating summer work, assigning work orders to the proper personnel, assisting the director in short-term and long-range planning and supporting other trades as needed.

Essential Duties and Responsibilities

- Hires, reviews, trains and motivates assigned staff in complete grounds maintenance.
- Organizes, schedules, and trains working crew, to maintain turf and ornamental plants and detailed grounds upkeep.
- Negotiates with officials for grounds usage of various outdoor events; organize, schedule and train working crew for set-up, maintenance, and tear-down according to event specifications.
- Consults with officials in proper waste management; organize and schedule crew to properly gather and dispose of refuse; maintain machinery required for the task.
- Organizes, schedules, and trains crew to maintain tree wells, trim and plant new and remove decaying/diseased trees, removes hazardous fallen branches and remove storm debris.
- Organizes, schedules, and trains crew in irrigation installation, service and maintenance--ensure irrigation computer systems are running properly.
- Organizes, schedules, and trains crew in laws, rules and regulations in application and storage of all pesticides.
- Organizes, schedules, and trains crew to provide field maintenance; mark specialized sports lines according to regulations.
- Organizes, schedules, and trains crew in parking lot improvements, maintenance, and painted striping as needed.
- Organizes, schedules, and trains crew to create and maintain various pleasing landscaping and construction areas as needed.
- Coordinates special events.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.

POSITION DESCRIPTION

Grounds Supervisor

- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of methods, equipment and materials used in grounds maintenance work.
- Knowledge of principles and practices of training and providing work direction.
- Knowledge of methods and planting, propagating, cultivating, pruning and caring for lawn, trees, shrubs, plants and flowers.
- Knowledge of chemicals, methods and procedures used to control plant disease and pests common to the area.
- Knowledge of basic techniques of landscape and irrigation planning.
- Knowledge of proper use and maintenance of grounds maintenance tools and equipment.
- Knowledge of requirements of maintaining grounds in a safe, clean and orderly condition.
- Knowledge of applicable laws, rules and regulations related to grounds maintenance work.
- Knowledge of record-keeping techniques.
- Operate a variety of grounds maintenance tools/equipment safely and efficiently including mowers, dump trucks, forklifts, small mowers and tractors.
- Ability to maintain tools and equipment in proper working condition.
- Knowledge required to assist in landscape and irrigation planning, (plan and organize work, work independently with little direction and communicate effectively both orally and written).
- Ability to observe and assure compliance with health and safety practices and procedures.
- Ability to maintain records and prepare reports.
- Ability to observe legal and defensive driving practices.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of a high school diploma, or the equivalent, and three years of experience related to grounds keeping services, including athletic fields, tree maintenance, pesticide control, and irrigation systems. Requires previous experience supervising a crew.

Licenses and Certificates

- Requires possession of a California Pesticide Applicator's Certificate.
- Requires possession of a valid driver's license.